

1988

## Undergraduate Courses including Education1988-89

Nova University

Follow this and additional works at: [https://nsuworks.nova.edu/abe\\_ugcoursecatalogs](https://nsuworks.nova.edu/abe_ugcoursecatalogs)

 Part of the [Education Commons](#)

---

### NSUWorks Citation

Nova University, "Undergraduate Courses including Education1988-89" (1988). *Fischler Undergraduate Course Catalogs*. 6.  
[https://nsuworks.nova.edu/abe\\_ugcoursecatalogs/6](https://nsuworks.nova.edu/abe_ugcoursecatalogs/6)

This Program Overviews is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Fischler Undergraduate Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).



# **The College for Career Development**

*1988-89 Catalog*

# Nova University

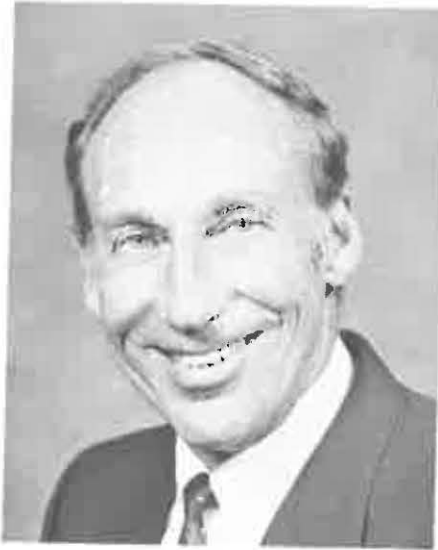
College For  
Career Development

1988-89 Catalog

*Policies and programs set forth herein are effective through June 30, 1989. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University Administration.*

*Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.*

*Nova University is a member of the American Association of Colleges for Teacher Education.*



Now entering its third decade, Nova University is beginning to see the impact that its graduates are having on the institutions within our society. Many of the University's programs are mission-oriented, designed to improve the performance of professionals, and evidence is being collected that indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality while it is meeting these needs.

*Abraham S. Fischler*  
*President, Nova University*

# Contents

ACADEMIC CALENDAR .....	IV
COLLEGE FOR CAREER DEVELOPMENT .....	1
BECOMING A COLLEGE STUDENT .....	11
FINANCES AND STUDENT AID .....	18
ACADEMIC INFORMATION .....	31
PROGRAMS OF STUDY .....	40
Behavioral Sciences .....	40
Community Psychology .....	40
General Psychology .....	40
Business and Administrative Studies .....	45
Accounting .....	45
Administrative Studies .....	45
Business Administration .....	45
Professional Management .....	46
Education .....	59
Elementary Education .....	59
Secondary Education .....	59
Computer Science and Engineering .....	65
Computer Engineering .....	65
Computer Information Systems .....	65
Computer Science .....	65
Computer Systems .....	65
COURSE DESCRIPTIONS .....	72
PERSONNEL .....	131
ABOUT NOVA UNIVERSITY .....	138
INDEX .....	140



# Academic Calendar

## FALL 1988

	Career Program 8 & 16 Wks.	Career Program 9 Weeks
Registration	Jul 25-Aug 20	Aug 1-Aug 27
Late Registration	After Aug 20	After Aug 27
<b>Classes Begin</b>	<b>Aug 22</b>	<b>Aug 29</b>
Change of Registration (prior to 2nd week)	Aug 22-27	Aug 29-Sep 3
LABOR DAY - University Closed	Sep 5	Sep 5
ROSH HASHANAH - Offices Closed (EVENING CLASSES WILL MEET)	Sep 12	Sep 12
YOM KIPPUR - University Closed	Sep 20	Sep 12
YOM KIPPUR - No Evening Classes	Sep 21	Sep 12
End of Withdrawal (prior to 7th week)	Oct 1	Oct 8
<b>Classes End</b>	<b>Oct 19</b>	<b>Oct 29</b>
Registration	Sep 19-Oct 19	Sep 26-Oct 29
Late Registration	After Oct 19	After Oct 29
<b>Classes Begin</b>	<b>Oct 20</b>	<b>Oct 31</b>
Change of Registration (prior to 2nd week)	Oct 20-Oct 26	Oct 31-Nov 5
THANKSGIVING HOLIDAY - University Closed	Nov 24-26	Nov 24-26
End of Withdrawal (prior to 7th or 15th week)	Dec 3	Dec 10
VACATION for 9-Week Classes		Dec 19-Jan 1
<b>Classes End</b>	<b>Dec 17</b>	<b>Jan 14</b>

## WINTER 1989

Registration  
Late Registration  
**Classes Begin**  
Change of Registration  
(prior to 2nd week)  
End of Withdrawal  
(prior to 7th week)  
**Classes End**  
Registration  
Late Registration  
**Classes Begin**  
Change of Registration  
(prior to 2nd week)  
**EASTER HOLIDAY -**  
University Closed  
End of Withdrawal  
(prior to 7th or 15th week)  
**Classes End**

Career Program 8 & 16 Wks.	Career Program 9 Weeks
Dec 5-Jan 6 After Jan 6 <b>Jan 7</b> Jan 7-Jan 13	Dec 12-Jan 14 After Jan 14 <b>Jan 16</b> Jan 16-Jan 21
Feb 18	Feb 25
<b>Mar 3</b> Jan 30-Mar 3 After Mar 3 <b>Mar 4</b> Mar 4-Mar 10	<b>Mar 18</b> Feb 20-Mar 18 After Mar 18 <b>Mar 20</b> Mar 20-Mar 25
Mar 24-25	Mar 24-25
Apr 21	Apr 29
<b>Apr 29</b>	<b>May 20</b>

## SPRING/ SUMMER 1989

Registration  
Late Registration  
**Classes Begin**  
Change of Registration  
(prior to 2nd week)  
**MEMORIAL DAY -**  
University Closed  
End of Withdrawal  
(prior to 7th week)  
**Classes End**  
Registration  
Late Registration  
**Classes Begin**  
Change of Registration  
(prior to 2nd week)  
**INDEPENDENCE DAY -**  
University Closed  
End of Withdrawal  
(prior to 7th or 15th week)  
**Classes End**

Mar 27-Apr 29 After Apr 29 <b>May 1</b> May 1-May 6	Apr 24-May 20 After May 20 <b>May 22</b> May 22-May 27
May 29	May 29
Jun 12	Jul 1
<b>Jun 26</b> May 30-Jun 26 After Jun 26 <b>Jun 27</b> Jun 27-Jul 3	<b>Jul 22</b> May 22-Jun 17 After Jun 17 <b>Jun 19</b> Jun 19-Jun 24
Jul 4	Jul 4
Aug 8	Jul 29
<b>Aug 22</b>	<b>Aug 19</b>

# College for Career Development

A new framework for active learning

## GOALS

The College for Career Development will--

1. Offer meaningful college level curricula, long and short term;
2. Provide quality education so that graduates have competitive and fulfilling skills and competencies;
3. Provide successful education to learners by redressing their deficiencies and by reinforcing their achievements;
4. Be responsive to student needs, goals, and conditions through appropriate administration;
5. Give valid recognition of experiential learning;
6. Make education accessible to those not served in the mainstream;
7. Select and develop faculty who will have a professional responsibility to students, the curricula, and the University;
8. Develop experimental designs;
9. Provide a cost-effective college education; and
10. Maintain a clear statement of mission and an effective organizational structure to support it.

As part of Nova University, the College for Career Development is known for its innovative educational mission. It is not just another college. It was selected in 1981 as one of 18 universities and colleges in the country to participate in a three-year project at the University of Chicago on Quality in Non-traditional Education. The College for Career Development has a fifteen-year history of providing career development education to adults, a focus that only recently has become a predominant concern of colleges throughout the nation.

Through programs that combine a mastery of traditionally important academic skills with the competencies needed to perform successfully in a dynamically changing world, the College has achieved an image that reflects the future. Contrary to many colleges, Nova is committed to the idea that institutions are not monuments; rather they are vehicles designed and redesigned to meet the personal, social, and career needs of people in a changing society. For the past decade, Nova University, through its undergraduate programs at the College for Career Development, has been committed to that purpose.

## CAREER DEVELOPMENT PROGRAMS

Adult undergraduate learners are people who often have limited access to higher education, whether they are employed managers, technicians with "terminal" education, service workers who need specific training and career credentials, housewives who have full-time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers; transitional roles; new technology; increasing information demands; and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

Nova recognizes that most adults seek higher education to enhance their career status as workers, students, spouses, parents, leisurites, even as children concerned, for example, with aging parents. A successful educational program for these individuals must intend to make each of these roles rewarding.

Two elements of the adult educational design, therefore, are related to this reward. One, the program must increase the skills and performance of the student in career related areas. Two, the program must be built around the student's present condition of family and employment. Research continues to show that the reasons adults chose **not** to go to school are time, travel, and family responsibilities - in other words, inconvenience. In order for higher education to be palatable for adults - particularly for adults in greatest need - it must not come at the sacrifice of their responsibilities on the job or in the home. Nova has successfully developed specific educational programs with these purposes and conditions in mind.

**Uniqueness** The following characteristics help to make the College for Career Development programs effective:

### FLEXIBLE COURSE SCHEDULING

Because most of our students are busy working or raising families during the day, our courses meet principally in the evening and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.

Courses in the 8- and 9-week terms meet once each week in four- and four-and-a-half-hour sessions. Courses in 16-week terms meet for two hours each week.

Occasionally it becomes necessary to close classes because of capacity enrollments or to cancel classes because of insufficient enrollment. In these cases, the College makes every effort to notify the affected students prior to the first class meeting, thereby allowing these students to register for other courses if they so desire.

### CONVENIENT LOCATIONS

Nova undergraduates meet on the main campus of Nova University in Fort Lauderdale, and at various off-campus locations including Clearwater, Cocoa Beach, Ft. Pierce, Gainesville, Largo, Miami, Ocala, Orlando, Tampa, Venice, West Palm Beach, and a number of corporate sites.

### PRAGMATIC TEACHING

Undergraduate programs at Nova are designed to be meaningful to the adult student. The faculty consists primarily of working professionals who are fully qualified to teach. They, therefore, bring with them into the classroom both academic expertise and first hand knowledge of the pragmatic application of the subject matter of their courses.

### STUDENT POPULATION

Ninety-five per cent of our students are over twenty-one years old. Sixty per cent are over thirty. Most have families and jobs. They are rich in experience and very diverse in background. They are highly motivated and very interested in helping each other succeed. Most have attended college previously and are now finishing a bachelor's degree in anticipation of new opportunities and possibly graduate education.

### RESPONSIVE COUNSELING

The staff of the College is committed to assisting students achieve their educational goals. Counselors, faculty, and staff are eager to advise students in setting career and personal growth goals and planning for optimal progress in working toward them. Counselors are available in the evening by appointment.

### EXPERIENTIAL LEARNING

Through RECALL (review and evaluation of career and lifelong learning) the College allows students to gain credit for certain learning experiences they have had throughout a lifetime. Most credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experiences that have produced college level learning. As much as ninety hours of college credit may be granted through RECALL.

## **SPECIAL PROGRAMS**

The College has designed specialized credit and noncredit programs for working adults. Baccalaureate degree-completing programs are offered in accelerated curricula to holders of the associate degree or its equivalent. The College also has the ability to respond to special requests for training and education from business, government, and nonprofit agencies by designing career programs to meet specific needs. The bachelor of science in professional management as well as adaptations of specialty certificate and other degree programs are offered in a cluster format wherever there is sufficient interest shown by qualified students.

## **NOVA COLLEGE**

### **Professional Studies**

The Professional Studies Program is concerned with providing quality education to younger students. Recent high school graduates can enter an innovative program leading to the bachelor of science degree. Students enroll in a required core of interdisciplinary courses that range from those with heavy emphasis on effective writing and communication to those that require study and experience in fundamental and related issues of several areas in the liberal arts. This core program is intended to produce students who think clearly, communicate effectively, understand new technology and ideas, and solve problems efficiently. Equally important, students study and work in major fields that prepare them to enter careers or continue with graduate studies. Students have the opportunity for instruction and guidance from faculty in graduate centers of Nova University in the areas of business, education, behavioral sciences, law, science, and computer science. Also, students are encouraged to study independently with experts in their chosen fields either in academic settings or through intern experiences in the "real world." This unique programming is made possible through continued guidance and individualized attention by a professional staff committed to optimal achievement by each student enrolled.

### **Liberal Studies Program**

Nova University announces a new undergraduate Liberal Studies Program as part of Nova College. A cooperative arrangement between Nova University and the state of Florida enables qualified Florida residents to attend this program at regular state university tuition rates. Beginning in September, 1989, 300 students will be admitted into this program, with a projected FTE of 900 students over the next three years.

Persons interested in receiving more information about this new state supported program should contact the Admissions Office, Nova College, at 475-7340.

# INSTITUTE FOR RETIRED PROFESSIONALS

In order to serve the special needs of the growing retirement community in South Florida, the College for Career Development has established the Institute for Retired Professionals (IRP). The program focuses attention on how the educated person can creatively occupy newly found full-time leisure.

Modeled after the highly successful IRP at the New School for Social Research in New York City, Nova's IRP offers an opportunity for retired professionals to renew their education. Because of their varied interests and life experiences, IRP members act as teachers and students, thus sharing with and learning from one another. In the IRP, retirees from all walks of life explore new interests and directions.

The Institute meets from mid-October through May, followed by a summer session of 4-6 weeks. Two different classes meet each day; one from 10:00 a.m. to 11:30 a.m. and the other from 12:30 p.m. to 2:00 p.m.

**Discussion Groups and Seminars.** During the week there are discussion groups, seminars, and classes on a wide variety of subjects ranging from fine arts and music appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the membership, and group leaders and discussion leaders are members.

**Lecture Series and Workshops.** Members attend lecture courses and workshops conducted by Nova University faculty and other experts exclusively for IRP members.

**Field Trips, Social Gatherings, and Special Events.** IRP members enjoy travel! Day field trips, weekends, and week-long jaunts are planned by a committee. Some recent visits included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. IRP members enjoy parties! Luncheons and parties are planned and carried out by members.

**Summer Program.** Each year a summer study program is designed to meet the needs of the membership. In addition, a travel/study experience abroad is part of the program. Recent trips over the past several summers included a study group to Israel and Egypt as well as travel to China and the Soviet Union.

Additional printed information is available about the IRP.

# INTENSIVE LANGUAGE PROGRAM

The Intensive Language Program provides students with intensive language programs in English and Spanish.

The Intensive Language Program emphasizes the acquisition of English language skills; bringing students from their current level of fluency to college entrance level in grammar, writing, reading comprehension, speaking, and listening. The program is divided into five skill levels from Basic, which requires no previous knowledge of English, through Level IV which is transitional between intensive English and the first year of college. The program includes prescriptive laboratory instruction utilizing language tapes, video cassettes, and computer software. Cultural studies are integrated throughout the curriculum. Students graduating from the program are awarded a certificate.

The Spanish Language Program is oriented toward the need of adults desiring a practical knowledge of the Spanish language.

## Entrance requirements for Intensive English Program:

1. Minimum age of 17 years
2. A high school diploma or its equivalent

## Entrance requirements for Spanish Language Program:

1. Minimum age of 18 years

The program is approved by the U.S. Department of Immigration and Naturalization to issue the I-20 student visa application. The I-20 is issued to a prospective student only if the student meets the program entrance requirements, has submitted the required deposit of \$145, and has sent a letter of financial responsibility from his or her bank or the bank of a parent or sponsor.

**Fees:** The application fee is \$145 and is not refundable. \$100 of this will be applied toward the first term's tuition if the student matriculates.

Registration fee:	\$	25	per term
Testing fee:	\$	20	
Tuition:	\$	1350	per term
Student Activity fee:	\$	25	per term



## RESOURCES

The administrative offices for the College for Career Development are located on the second floor of the Parker Building, 3301 College Avenue, Fort Lauderdale, 33314. Classrooms are located in the Parker Building and the Mailman-Hollywood Building on the main campus, and at various other sites around Florida. The telephone number on the main campus is 305-475-7340. From Dade County, call 940-6447, extension 7340; from Palm Beach County, 732-6600, extension 7340; from elsewhere in Florida, 1-800-432-2051 extension 7340.

**Libraries.** Nova University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of the students.

The Albert and Birdie Einstein Library in the Parker Building contains a collection of books and periodicals in the disciplines of the behavioral sciences, education, public administration, computer sciences, business administration, public communications, and the humanities. This facility also includes individual study carrels and a media room in addition to microform readers.

The combined holdings of the University library system contain extensive collections in the law, basic sciences, applied mathematics, and computer sciences. Through computer terminals, the Nova libraries are connected with the DIALOG Information Retrieval System and other national databases.

Through special cooperative arrangements, Nova University students have access to other libraries in the South Florida Educational Complex. Believing in maximum interchange of community educational resources, Nova University also maintains cooperative arrangements with other academic libraries in the area, including the Professional Library of the Broward County Public Schools.

**Computing and Laboratory Facilities.** Laboratory experiences are available in the areas of electricity, electronics, computer science and engineering as well as in general physics and life science. These laboratory facilities are located on the first, second, and third floors of the Parker Building.



## ACCREDITATION

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin. Courses in education have program approval by the Florida Department of Education.

## MEMBERSHIPS

Nova University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for the Advancement of Experiential Learning, and the Southeast Florida Educational Consortium.





# Becoming a College Student at Nova University

## APPLYING FOR ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, the College for Career Development considers applicants in terms of their potential for success. Nova University admits students regardless of race, creed, color, handicap, sex, and national and ethnic origin.

Applicants are required to --

1. Submit a completed application form and the \$30 nonrefundable application fee to:

Nova University  
College for Career Development  
Office of Admissions,  
3301 College Avenue  
Fort Lauderdale, Florida 33314

2. Submit official high school or college transcript(s),
3. Speak with a counselor in person or by telephone.

**Acceptance to Career Development Programs.** As soon as we have the completed application form, the application fee on file, and proof of high school graduation (or its equivalent), you are admitted to the College for Career Development as a degree-seeking student. Acceptance into a major program of study can be affected only after you have -

1. Submitted official transcripts of all previous college work.
2. Declared a major and have your program evaluated by a counselor.
3. Completed required placement tests and/or competency tests.
4. (Freshman - new students) completed 30 semester hours at Nova with at least a 2.0 Q.P.A. Transfer students must complete 12 semester hours at Nova with at least a 2.0 Q.P.A.
5. Met any additional requirements as specified by an academic department for a particular major.\*

\*Education majors must have a score of 840 on the S.A.T. or 17 on the A.C.T.

When your official evaluations have been received, your credentials will be evaluated and you will be notified of your status. After the initial evaluation of your program, an advisor or a counselor will be available to help you update your curriculum sheet each time you register.

**Special Student.** You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a Special Student you are not eligible for a degree unless you follow the regular admissions procedures.

## INTERNATIONAL STUDENTS

International students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

As an international student, you must --

1. Submit all secondary school and college level transcripts. Transcripts must be in official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma.
2. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova University. The minimum amount is determined by the budget prepared by the Nova University Office of Student Financial Planning and Resources. A notarized letter from a sponsor is required if you are sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.
3. Purchase medical insurance (J-1 Visas only). Contact the international student advisor for further information concerning insurance.

After all of the above information is received, an I-20 or IAP-66 form will be sent to you along with an acceptance letter.

All international students whose native language is not English must take the Nova University Intensive English Exam. Students who fail to achieve satisfactory scores on the Intensive English Exam must study English in the Intensive Language Program prior to registering for classes.

## INFORMATION AND COUNSELING

Choosing a college is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone. We would like to help you answer three important questions: whether you should go to college, where you should go to college, and when you should go to college. These questions have career, financial, and academic implications for you. Our counselors have talked with thousands of individuals facing the same decisions. For many potential students Nova has been the answer; to others, Nova is not the appropriate match for their needs, but other recommendations are made. Please take this opportunity to make the right decision.

Call 475-7034 (in Fort Lauderdale) for an application or a personal counseling appointment. From Dade, call 940-6447, extension 7034; and from Palm Beach, call 732-6600, extension 7034. Students from other Florida locations should call 1-800-432-5021, extension 7034.

## UNDERGRADUATE DEGREE

Nova University awards one undergraduate degree, the bachelor of science degree. A student can earn only one undergraduate degree and one diploma from Nova University. The diploma indicates you have earned a bachelor of science degree; it does not indicate your major. Your academic transcript, the official record of work at Nova University, indicates degree earned, major field of study, and specialty if any.

**Combined Majors, Minors, and Specialties.** The College for Career Development offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an advisor as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, you can acquire recognizable competence in more than one academic area.

**Second Bachelor's Degree.** If you have a bachelor's degree from a regionally accredited institution other than Nova University, you may earn a second bachelor's degree from Nova by completing a minimum of 30 additional credits at The College for Career Development. At least 50 per cent of all credits required in the selected major must be taken at Nova.

**RECALL** (Review and Evaluation of Career and Lifelong Learning). The College for Career Development extends experiential credit and credit for prior learning when it is appropriate to a degree program and when college-level learning has been demonstrated. To assure academic quality and fairness to students, the RECALL process is used. With counselor assistance, each student can examine how to earn credit for prior learning experiences through transfer, testing, and portfolio development.

**Transfer Credits.** The College for Career Development welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer to Nova should contact a Nova counselor to discuss how prior college credits can be used for their Nova degree. Community college students should contact a Nova counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova and be appropriate for their intended bachelor's degree.

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. The College will transfer a maximum of 90 eligible credits (including credit for CLEP, Proficiency Examinations, and prior experiential learning) toward their degrees. The remaining credits must be earned at Nova in regular academic offerings. At least 50% of the credits in the student's major area and specialty must be earned at Nova in regular academic offerings.

Evaluation of CLEP examinations, transfer credits, and experiential learning will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova.

Under exceptional circumstances students may be permitted to take courses at another college while enrolled at Nova. However, credit will be transferred only if there is prior written approval from the academic director or program advisor and an earned grade of "C" or better. Students taking courses at more than one center within Nova University must also receive written approval from a counselor.

**Testing Credits.** Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement Examinations (AP).

CLEP is administered at Nova University through the College Board. To receive credit through CLEP exams at Nova, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with the Testing Specialist in the Advising Center.

**Portfolio Credits.** At Nova, what a student can do with learning is more important than how it was learned. If a student can demonstrate knowledge and skills comparable to those of a college-trained student and if those skills are appropriate to the student's course of study, the College will award academic credit for those skills and that knowledge.

To earn credit for prior experiences outside the traditional college classroom, the student must be able to state and document the skills and knowledge, and the skills and knowledge must be measurable.

Applications and counseling for prior learning credit are available from the Advising Center. Call 475-7527.

## COOPERATIVE EDUCATION PROGRAM

Cooperative Education is a program that combines professional experience with academic study. Cooperative Education students alternate trimesters at Nova with trimesters of work in a professional assignment that is related to their field of study. This program offers students additional preparation for their future careers in industry and business.

To be eligible for participation in the Cooperative Education Program a student must have--

1. completed 45 semester hours of credit including transfer credit,
2. earned a CQPA of 2.5 or higher, and
3. completed specific required courses in his/he major as specified by the program office.

Participation in the Cooperative Education Program has many advantages. In addition to receiving a salary, the Cooperative Education students will--

1. have an opportunity to utilize classroom knowledge in a professional work environment,
2. have a chance to observe professionals at work in their chosen field,
3. be able to test their career decision to make sure they are in the right field,
4. develop work profiles that will enable them to get good jobs upon graduation, and
5. be given opportunities to receive academic credit for their co-op experience.

## INTERNSHIPS

In most major areas of study, internships, independent research, and field-based experiences are available. The curriculum at Nova stresses the relationship of theory and practice. Knowledge, skills, and attitude are gained through classroom study and experiential learning. Students are urged to pursue these experiences with the faculty and academic directors.

# Finances and Student Aid

## TUITION AND FEE SCHEDULE FOR 1987-88\*\*

Application fee (nonrefundable)	\$ 30.00
Registration fee (nonrefundable)	\$ 25.00
Late registration fee (nonrefundable)	\$ 15.00
Tuition (per semester credit hour)	\$ 155.00
Tuition - 9-week computer science and engineering courses (per semester credit hour)	\$ 175.00
CLEP (payable to College Level Examination Program) per test	\$ 35.00
Graduation Fee	\$ 30.00
Laboratory Fee (for computer courses)	\$ 35.00
Materials Fee	variable where applicable
Student Services Fee (per semester)	\$ 10.00
Placement Examination	no fee
Portfolio Evaluation* (per credit requested)	\$ 25.00
Standard Grant* (per credit requested)	\$ 5.00
Transcript Fee (first copy, no fee)	\$ 3.00
Credit by Examination (3 credits)	\$ 125.00
Cap and Gown rental	fee assessed at time of graduation

\* Students seeking credit through portfolio or standard grant should talk with the Coordinator of Prior Learning. Credit requested is not necessarily granted.

\*\* 1988-89 fees will be announced July 1, 1988, by the Board of Trustees.

## REGULAR REGISTRATION

Each term at Nova has a designated registration period. Any student who completes registration after the close of the official registration period will be assessed a late fee. The registration form and tuition fee should be mailed to the Registrar's Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, or delivered in person to the Registrar's Office, Parker Building, third floor. The office is open from 8:30 A.M. to 8:00 P.M. Monday through Thursday, 8:30 A.M. to 7:00 P.M. on Friday, and 8:30 A.M. to 1:00 P.M. on Saturday.

Nova University requires that tuition for all courses be paid in full at the time of registration. Checks should be made payable to Nova University.

Students may choose to pay tuition and fees by cash, check, Master Card, Visa, American Express, Choice, or Discover.

To pay by charge card when mailing a registration, clearly print the card type (Master Card, Visa, American Express, etc.), the account number, and the expiration date in the upper right hand corner of the registration form or designated area. For Master Card, also include the four-digit bank number.

**Deferred Payments.** In certain circumstances students may satisfy the registration FULL PAYMENT policy by signing an official note, which will obligate them to complete full payment within a period of time prescribed by the University. The circumstances under which deferred payment is possible are as follows:

- Students who have approved bank or government loans or other forms of financial aid may obtain a promissory note allowing them to defer full payment until the loan or aid is actually disbursed.

- Students who are eligible for tuition reimbursement from their employer may execute a promissory note allowing them to defer full payment until they are actually reimbursed. Students must document that they are eligible under an approved company reimbursement policy each term they register.

- Students who wish to pay sixteen-week tuition in THREE INSTALLMENTS may do so by signing an installment note.



These special arrangements can be processed only by a designated accounting clerk at Nova University. In each case certain payments and finance charges must be made immediately and specific procedures followed. Sufficient time must be allowed for deferred payment applications. The campus accounts receivable office, located on the third floor of the Parker Building, is open between 9 A.M. and 4 P.M., Monday through Friday. Information about these plans is available in the Registrar's Office.

**Change of Registration.** The Change of Registration Period is the first two weeks of a term. A student may drop a course during the first two weeks of the course by submitting a Change of Registration form, available in the Registrar's Office. A mailed written statement must be received during the first two weeks of the course. A course dropped in this manner will not appear on the student's record. Such a drop may qualify the student for a refund if the process described below is followed. To withdraw from a course after the Change of Registration Period, see Withdrawal Policy, page

Written permission must be received from the instructor or program advisor to add a course after the course has already begun.

**Refunds.** Fees other than tuition are not refundable. Students who wish to receive a refund of tuition upon withdrawal from a course must complete an official change of registration form. Withdrawal (see Withdrawal Policy, page ) in itself is not a reason for an automatic refund. When a refund is granted, the following schedule applies:

For a 100% refund: notice of drop in writing must be received by the Registrar before the first class meeting.

For a 75% refund: notice of drop in writing must be received before the second week of class meetings, regardless of class attendance.

For a 50% refund: notice of drop in writing must be received before the third week of class meetings, regardless of class attendance.

No refunds will be granted after the third week of class meetings, regardless of class attendance.

Refunds will be based on the postmark date of written notification, not on the last date of attendance.

**Exceptional Circumstances.** Refunds or credits to your account for exceptional circumstances after the first day of class will be considered only when the following terms are satisfied:

1. **MEDICAL** - A doctor's explanation should be submitted indicating why you should not continue in class or why your school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
2. **EMPLOYMENT EMERGENCY** - A letter from the Personnel Office of your employer should be submitted stating dates and reasons you were unable to attend.
3. Other reasons must be supported by a written explanation of why you were unable to attend. Dates and receipts, if appropriate, must be included. Each situation will be handled on an individual basis.

It is the responsibility of the student to provide the necessary documentation to the Academic Advisor who will then approve or disapprove the request and submit it to the Registrar's Office.

If a 100% refund or credit is granted, the course or courses will be removed from the student's record.

## STUDENT FINANCIAL AID 1988-89

Two centuries ago, Ben Franklin wrote that "an investment in knowledge always pays the best interest." Most people still believe, as we do, that education is one of the best long-term investments they can make. But many prospective students find it difficult to finance educational costs.

The Office of Student Financial Planning and Resources was established at Nova University to accomplish one goal: to find ways to make education affordable for as many deserving students as possible. Like Franklin, we view the financial aid funds we administer not as an extravagant expenditure but as a sound investment. During the 1986/87 academic year we administered almost \$19 million in financial assistance from federal, state, institutional, and private sources.

The following is a list of the programs of financial aid available at Nova University. Generally, to be eligible for these programs you must be a U.S. citizen or be in the United States for other than a temporary purpose; you must be enrolled at least half-time in a degree program; and you must maintain satisfactory academic progress. Programs funded by the State of Florida generally require that you have been a Florida resident for at least two years. If you meet these criteria and you need assistance in financing your education, apply now for financial aid.

## FEDERAL PROGRAMS

**Pell Grant.** The Pell Grant program provides federal grant aid to needy undergraduate students who are enrolled at least half time (6 credits per trimester). Awards range from \$200 to \$2300 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the base on which all other aid is awarded.

**Supplemental Educational Opportunity Grant (SEOG).** The SEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 1st deadline.

**Guaranteed Student Loans (GSL).** The Guaranteed Student Loan program provides low-interest, need-based educational loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate is 8%. Freshmen and sophomores can borrow up to \$2625 per year; juniors and seniors may receive up to \$4000 per year. Repayment begins six months after the student is no longer enrolled at least half time.

**Perkins Loans (NDSL).** This program offers long-term, 5% interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time.

**Supplemental Loans for Students/Loans for Parents Program** provides non-need-based loans to independent students and parents of dependent students. The annual maximum loan limit is \$4000. Repayment begins 30 to 60 days after disbursement of the loan; however, payments may be deferred while the student is enrolled full time. The interest rate is variable but will not exceed 12%.

**College Workstudy (CWS).** Part-time jobs on campus are available for needy students through the CWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job.

## STATE PROGRAMS

**Florida Tuition Voucher Fund (FTV).** Full-time undergraduate students may receive up to \$1100 per year to offset the cost of tuition and fees, regardless of financial need. Students must be two-year Florida residents to qualify. A separate application form is required.

**Florida Student Assistance Grant (FSAG).** FSAG provides grants of up to \$1,200 funded by the State of Florida to needy undergraduates. Students must be enrolled full time, be two-year Florida residents, and meet the April 1st deadline.

**Florida Academic Scholars Fund.** The Academic Scholars program rewards outstanding high school achievement by offering scholarships of up to \$1500 per year. Students must be Florida residents and must be enrolled full time. These awards are renewable provided the student maintains a 3.2 grade point average. A separate application, available from Florida high schools or the Nova Office of Student Financial Planning and Resources is required.

**Florida Teacher Scholarship/Loan.** Students who are enrolled as juniors or seniors in a teacher education program that has been designated by the State Board of Education as a critical teacher shortage area are eligible to apply for this program. The Scholarship/Loan award is \$4,000 per year for a maximum of two years. Students who teach full time after graduation in a Florida school, will not be required to repay the loan. Students who do not meet these requirements will repay the loan at the designated interest rate. The absolute deadline is April 1st. A separate application form is required.

### **Chappie James Most Promising Teacher Scholarship Program.**

This scholarship is offered to one top graduating senior from each public secondary school in Florida. Priority will be given to candidates who plan to teach in critical teacher shortage areas identified by the State Board of Education. The maximum scholarship award is \$4,000 per year for a maximum of four years. The recipient must agree to enter the public teaching profession in Florida for a minimum number of years equal to at least the number of years the scholarship was received. Application forms are available from high school guidance offices.

**Seminole and Miccosukee Indian Scholarships.** Grants of up to \$2000 per year are available to qualified members of the Seminole or Miccosukee Indian tribes. Applications are available from the Higher Education Committee of either tribe.

**Florida College Career Work Experience Program (CCWEP).** Part-time jobs off campus are available through this program for needy undergraduate students. Students must be two-year Florida residents to qualify and the positions held must be related to their academic majors.

## **NOVA UNIVERSITY SCHOLARSHIPS AND GRANTS**

Nova annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for the initial selection, applicants must have a completed file, including the Financial Aid Form, by April 1, and be officially accepted. These scholarships will be combined with other federal and state financial aid programs to help meet the financial need of students.

**The Joseph W. Fordyce Scholarship.** This is a full tuition scholarship awarded annually to a full-time student from Broward Community College's Honors Program. This scholarship is funded by Nova College Career Development Programs. To be eligible a student must be an adult learner excelling academically and have earned an Honors certificate upon graduation from Broward Community College.



**The Honor Medallion Scholarship.** This is a full tuition scholarship of two years duration awarded annually to a full-time criminal justice major who has graduated from Broward Community College.

**Matching Fund Scholarships.** These are matching fund scholarships restricted to community service organizations or recognized organizations with matching funds. Maximum award is equal to full tuition for full-time College for Career Development Program students.

**Donor Scholarships.** The University offers a number of academic scholarships which are made possible by donations to our scholarship fund. Awards are made throughout the year as funds become available, to eligible students who have filed an FAF and have at least a 3.0 grade point average.

For additional information about College for Career Development scholarships and grants, call the Admissions Office at 475-7034.

## OTHER SOURCES OF ASSISTANCE

The Office of Student Financial Planning and Resources maintains a Scholarship Source Library at our main campus office. Students may use the this library's reference books to locate private sources of funding. We also maintain a file of pamphlets and brochures announcing special awards, fellowships, and grants. All students are invited to use these materials. Please call our office for an appointment. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and Chambers of Commerce are familiar with scholarships available for their areas.

## HOW ELIGIBILITY IS ESTABLISHED

Eligibility for need-based student aid is calculated using a formula called "Congressional Methodology." The information you and your family supply on your Financial Aid Form (FAF) is used in this formula to determine your need for assistance. Returning students should note that this method differs in many ways from that used in past years and may have a significant impact on the amount of aid they qualify to receive. A detailed explanation of how the process works can be had by contacting the Office of Student Financial Planning and Resources and asking for a copy of "Meeting College Costs," and the special December, 1987, edition of "Ways & Means."

## DEADLINES

Applications for aid that are received by the Office of Student Financial Planning and Resources by April 1, 1988, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds-available basis only.

Applications for the Florida Student Assistance Grant must be received by the College Scholarship Service in Princeton by April 15, 1988.

Applications for the Florida Tuition Voucher fund for the fall term must be received in the Office of Student Financial Planning and Resources no later than September 30. Applications for the winter Florida Tuition Voucher fund must be received by January 30.

# **GENERAL ELIGIBILITY REQUIREMENTS**

In order to participate in the financial aid programs a student must --

1. be a citizen, a national or permanent resident of the United States, or in the U.S. for other than a temporary purpose, and provide proof to the Office of Student Financial Planning and Resources
2. be enrolled or accepted for enrollment at Nova University
3. be carrying or planning to carry at least one-half the full-time workload for the course of study being pursued
4. be making satisfactory progress in the course of study
5. not be in default of, or owe a refund for, any aid received previously
6. sign a Statement of Educational Purpose
7. be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the descriptions of the programs.

## **NOTIFICATION OF AWARDS**

Students who have applied before April 1, 1988, and are awarded aid by the University should receive notification by June 1, 1988. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR) directly from the U.S. Department of Education. Students should submit all copies of the SAR to the Nova Office of Student Financial Planning and Resources for processing. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

**PLEASE NOTE:** The application process normally takes 6-8 weeks, and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries, in order to prevent delays in processing. Awards are made only for the academic year. Students requesting aid for the summer must complete a separate summer aid application.

## RENEWAL OF AWARDS

Awards made by the University are not automatically renewed. All students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year.

## SPECIAL NOTE CONCERNING APPLICANTS FOR FLORIDA STATE AID

Effective August 1, 1985, students enrolled in bachelor's degree programs who receive state aid, shall participate in the College Level Academic Skills Test (CLAST). The test is required for students who have completed 60 or more credit hours, and must be taken during the term in which their 60th credit is earned. If you have taken the test, submit proof of your participation in the test to the Office of Student Financial Planning and Resources. If you have NOT taken the test, contact your academic advisor for more information.

## STANDARDS OF ACADEMIC PROGRESS

Nova University, in compliance with federal regulations, has established Standards of Academic Progress that must be met by students if they are to receive financial assistance. Satisfactory progress is that progress required of a financial aid recipient to fulfill a specified educational objective within a specific timeframe as defined by the institution. Listed below are condensed criteria of the satisfactory progress requirements at Nova.

**Qualitative Measure.** Students must earn the following cumulative grade point average after completion of each increment.

1 to 30 credits	minimum GPA = 1.50
31 to 60 credits	minimum GPA = 1.85
60 credits +	minimum GPA = 2.00

Some financial aid programs, especially Florida Student Assistance Grant and other programs funded by the State of Florida, require a minimum GPA of 2.0 regardless of class standing. Most academic scholarships require a minimum GPA of 3.0.

**Quantitative Measure.** The maximum number of semesters a student will be awarded aid is twelve.

Full-time students are required to complete 20 new credits each academic year. Less than full-time students must complete 70% of attempted credits. Students receiving Florida Student Assistance Grant must complete 24 credits each year.

**PLEASE NOTE:** These are minimum criteria for maintenance of satisfactory progress. Please contact the Office of Student Financial Planning and Resources for specific details.

**Process of Appeals.** If your financial aid application is turned down because of failure to meet these standards, you have the opportunity to appeal such action to the Standards of Academic Progress Appeals Committee. The appeal should be in writing, addressed to the Committee in care of the Office of Student Financial Planning and Resources, and include the following documentation:

1. Academic transcript from registrar
2. Letter written by student describing mitigating circumstances
3. Physician's note and/or records if appeal is based on a medical circumstance
4. Additional optional support documents

All appeals will be considered via written documentation. No personal appeals will be heard. Decisions of the Committee are final and you will receive written notification of the decision. If a one semester conditional award is granted, it is your responsibility at the end of that semester to demonstrate to the Committee that you have met the required conditions for renewal of your assistance for subsequent semesters.

## **FOR MORE INFORMATION**

Contact the Office of Student Financial Planning and Resources, 3301 College Avenue, Fort Lauderdale, Florida 33314 (Parker Building, Room 348). Phone: (305) 475-7411 or 475-7410. From Dade County: 940-6447, extension 7410. From Palm Beach County: 732-6600, extension 7410. In all other areas of Florida: 1-800-432-5021, extension 7410.

## **VETERANS BENEFITS**

The Office of the Registrar oversees the processing of veterans benefits. Nova College's programs are approved for Veterans Training. For additional information concerning VA benefits, the Veterans Administrator may be contacted at:

Veterans Affairs  
Office of the Registrar  
Nova University  
3301 College Avenue  
Fort Lauderdale, Florida 33314  
(305) 475-7413

# Academic Information

## REQUIREMENTS

**Skill and Competency Requirements.** Students are expected to demonstrate skills appropriate for college work in all courses at Nova. Before or during the first term of enrollment, students will complete placement tests in writing and mathematics and will be advised as to appropriate course selection based on test results. The placement test **must** be taken before completion of no more than six semester hours. Students needing further development of skills required for College work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses **APPROVED BY AN ADVISOR**, generally at the 100 and 200 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and language courses.

All students are also required to pass competency tests in college composition and mathematics. Students with prior college credit in composition and/or mathematics will be exempted from the corresponding placement test(s) and may take competency tests immediately; others will take them after completing appropriate coursework to acquire the competencies.

For specific placement test and competency test procedures, refer to the brochure on skill and competency requirements available at the Student Affairs Office.

**English and Mathematics Requirements:** All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova. Freshmen must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math are provided by the Learning Resource Center.

**The Writing Lab.** As part of its support services for students, Nova offers a Writing Lab to assist students in the writing process. Work in the Lab is designed to help individuals overcome particular problems in their writing and is not graded. The Writing Lab staff helps students to evaluate their own work, to recognize the writing skills they need to improve, and to practice those skills under guided supervision.

**The Math Lab.** The Mathematics Lab was established to provide assistance to students enrolled in math courses at the College. Students who participate in this lab receive guided instruction in areas where they are experiencing difficulty. The Mathematics Lab provides individual tutorial assistance, videotape and audiotape instruction, and a wide array of supplemental math exercises.

**Accelerated Course Expectations** To ensure that students can obtain maximum benefit from the Nova course format, most Career Development courses have assignments to be completed before the first meeting. These assignments are posted on the Student Services Bulletin Board and are available through academic offices during registration. The course outline is distributed at the first class meeting.

Students should anticipate spending a substantial amount of time in preparation for each session to complete the course objectives and requirements set forth in the course outline. Courses with 300 and 400 numbers are considered to be upper division college level and require in-depth preparation and performance. Students experiencing difficulty keeping up with course requirements should consider reducing their course load.

Nova programming for adult learning makes class attendance essential. If an emergency necessitates an absence, a makeup assignment should be planned in consultation with the instructor.

**Books** Books should be picked up before the first class since Career Development students usually have an assignment to be completed for the first class meeting. The local bookstore carrying required textbooks is:

Nova Books, Inc.  
6508 S.W. 39th Street  
Davie, Florida 33314 Phone: 583-5860

At off-campus locations, books are made available through Nova site coordinators.

## GRADES

Grade		Quality Points
A	Excellent	4.0
A-	3.7	
B+	3.3	
B	Good	3.0
B-	2.7	
C+	2.3	
C	Satisfactory	2.0
C-	1.7	
D+	1.3	
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	---
I	Incomplete	---
P	Pass	---
NG	No Grade (not assigned by instructor)	---
AU	Audit	---

**Quality Point Averages.** A student's academic standing for a specific term is the quality point average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits at the College in a term.

The student's overall academic standing is the cumulative quality point average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits at the College.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average.

**Incomplete.** An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When instructor and student do agree to an I grade, both must sign the Contract for Removal for an Incomplete grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be change to a grade of A through F based on the coursework completed by that time.



A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

**Withdrawal.** A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the Change of Registration Period, a student may withdraw from a course before the 7th week of an 8- or 9-week course, and before the 15th week of a 16-week course. Withdrawal will NOT be accepted within two weeks of the final class meeting. A student who stops attending class will receive a grade of A through F based on required coursework.

**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school.

Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

## CERTIFICATES

Students who wish to apply for a certificate upon completion of a specialty must notify the appropriate academic director. They will receive their certificates when curriculum requirements have been satisfied and all financial and other obligations to the University have been met.

## INDEPENDENT STUDIES AND TUTORIALS

Independent Study (course numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A Tutorial enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their Program Advisor to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, the program coordinator, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorial Study.

## LENGTH OF PROGRAM

One of the hallmarks of the College for Career Development is its flexible scheduling. Students, with approval, may take more than a full academic load (12-15 credits) during a semester. On the other hand, students may take one course during a semester or even none if outside responsibilities make that option advisable. It is, therefore, difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would attending a traditional daytime institution. For some, graduation is possible in less than four years of academic work.

## INTERRUPTION OF STUDIES

A student who enrolls at Nova University has the option of graduating by meeting the program requirements in the University catalog that was in effect when the student entered or when he/she graduates. When there is a major break in attendance (one calendar year from end of last term enrolled) the student will then meet the requirements of the catalog in effect when he/she returns or graduates, or as agreed upon by the academic program director and the student.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the required minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale), each semester. In addition to the minimum quality point average (2.0) for a baccalaureate degree at Nova, students must conform to the degree requirements of their declared major.

Although satisfactory academic progress is achieved by maintaining the minimum quality point average, a 2.25 CQPA in the major is required for graduation.



## PROBATION AND SUSPENSION

**Student Responsibility.** Students are responsible for the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

**Academic Probation.** Students failing to earn the minimum quality point average or higher after their first 12 credits of work attempted at Nova or to maintain at least the minimum quality point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality point average above the minimum quality point average based on the number of credits earned.

### Minimum Quality Point Requirements.

1 - 30 credits:	1.50 QPA
31 - 60 credits:	1.85 QPA
61 + credits:	2.00 QPA

and a requirement of 2.25 in the major

**Suspension.** To avoid suspension, a student on probation must maintain the minimum quality point average as stated above for each trimester of subsequent enrollment until probation is lifted. Otherwise the student will be placed on suspension for one trimester by the Academic Progress Committee.

Following this suspension, the student must receive permission from the Academic Progress Committee to be readmitted. Failure of a student to maintain the minimum quality point requirement in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

**Appeal.** Any student placed on suspension may file a petition for review by the Academic Progress Committee.

A student placed on final suspension may, after a two-term absence, request a hearing before the Academic Progress Committee to show cause for readmission.

## NOVA UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure every student an equal opportunity to fulfill her or his potential at the highest standard of excellence.

Certain rights and obligations flow from membership in the academic community:

1. the rights of personal and intellectual freedom, which are fundamental to the idea of a university;
2. a scrupulous respect for the equal rights of others; and
3. dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are expected to comply with the legal and ethical standards of the institution. Academic dishonesty and/or non-academic misconduct will result in disciplinary action. Specific instances of dishonesty include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct or dishonesty. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to file a student grievance.

The University expects its students to manifest a commitment to academic integrity, and to that end, a definition of original work is presented for each student's information, instruction, and acceptance.

**Original Work at Nova University.** Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original that has been submitted previously by the author (except with the permission of the instructors involved) or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

**Referencing the Works of Another Author.** All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

**Grievance** When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, "Procedures on Student Rights and Grievances," which is available at all College offices.

## REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements:

1. Admission as a degree-seeking candidate in one of the majors;
2. Passing College for Career Development competency requirements in writing and mathematics;
3. Completion of general distribution, core, specialty, and elective requirements as specified by the major program;
4. Completion of major requirements as specified;
5. Attainment of a 2.00 Cumulative Quality Point Average;
6. Attainment of a 2.25 Quality Point Average in the major area;
7. Completion, at Nova College, of at least 30 credits (not including CLEP, Proficiency Examination, or Experiential Learning credits);
8. Completion of at least 50% of the credits in the major area and specialty at Nova (not including CLEP, Proficiency Examination, or Experiential Learning);
9. Submission of a graduation form and payment of the diploma fee prior to completing registration for the last term;
10. Fulfillment of all obligations to the library, the College for Career Development, and the Comptroller's Office.

**Graduation With Honors.** A graduating student with a Cumulative Quality Point Average of 3.80 or higher who has completed at least 54 credits at Nova is eligible to receive the degree "with distinction."

Degree candidates must complete all of the requirements as specified above.

**Commencement.** A ceremony is held once a year (usually in June) for all Nova University students who have completed graduation requirements within the academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown.

# Programs of Study

## BEHAVIORAL SCIENCES

The bachelor of science degree is offered through the Behavioral Sciences Department with two major concentrations:

### Community Psychology General Psychology

Psychology is the study of individual behavior. The psychology majors emphasize scientific research and its application to significant areas of human activity.

The **Community Psychology** major provides career preparation and enhancement in counseling and treatment services for families, the mentally retarded, mentally ill, elderly, and substance abusers. This, or the **General Psychology** major, is appropriate for those planning to go on for a M.S. in Counseling Psychology. It can also be selected in preparation for the Psy.D. in Clinical Psychology.

The **General Psychology** major provides academic training and preparation for graduate study. It meets usual prerequisites for Psy.D. and Ph.D. programs in Psychology. It may be combined with law school preparatory courses or with courses leading to certification in Secondary Education.

The Behavioral Sciences Department also supervises the **Criminal Justice Specialty**, the **Paralegal/Legal Assistant Specialty**, and the **Substance Abuse Studies Specialty**. For each of these specialties, a certificate is granted upon completion, and this is noted on the student's academic transcript. The courses in each Specialty program may be taken in conjunction with a student's baccalaureate studies at the College for Career Development, or they may be taken by individuals who simply wish to earn a certificate in one of these fields.

## Community Psychology for Career Development Students

### GENERAL DISTRIBUTION:

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
PSY 111	Principles of Behavior	3
LSC/PHY	Electives	6
MAT	(102 or higher)	3
MAT 302	Applied Statistics	3
HUM Electives	6	
SOC Electives	6	
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LAN/ LGS/LSC/MAT/PHY/POL/PSY/SOC		6

### MAJOR REQUIREMENTS:

PSY 238	Child and Adolescent Development	3
PSY 300	Experimental Psychology	3
PSY 303	Psychological Research Methods	3
PSY 311	Interpersonal Communication	3
PSY 321	Personality	3
PSY 326	Abnormal Psychology	3
PSY 316	Issues in Social Psychology	3
PSY 330	Behavior Modification	3
*PSY 345	Interviewing	3
PSY 350	Community Psychology	3
PSY 351	Learning and Memory	3
*PSY 405	Psychological Tests and Measurements	3

Choose one \* course

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

48

33

39

120

## General Psychology for Career Development Students

### GENERAL DISTRIBUTION:

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
PSY 111	Principles of Behavior	3
LSC 105	Concepts in Biology	3
LSC/PHY	Elective	3
HUM Electives	6	
MAT (105 or higher)		3
MAT 302	Applied Statistics	3
SOC Electives	6	
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/LAN/ LGS/LSC/MAT/PHY/POL/SOC (not PSY)		6

### MAJOR REQUIREMENTS:

PSY 238	Child and Adolescent Development	3
PSY 300	Experimental Psychology	3
PSY 303	Psychological Research Methods	3
PSY 316	Issues in Social Psychology	3
PSY 321	Personality	3
PSY 326	Abnormal Psychology	3
PSY 351	Learning and Memory	3
PSY 371	History and Theories of Psychology	3
PSY 405	Psychological Tests and Measurements	3
PSY 460	Biological Bases of Behavior	3
PSY 480	Practicum in Psychological Research	3

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS:

## Criminal Justice Specialty

This program provides a broad behavioral science base for those who have an interest in the criminal justice system. The Criminal Justice Specialty is particularly appropriate for those who intend to pursue careers in law enforcement, rehabilitation, and community services.

The courses that constitute the Criminal Justice Specialty are as follows:

CRJ 310	Criminology
CRJ 430	Juvenile Crime and Justice
LEG 226	Legal Fundamentals II
LEG 325	Legal Research and Writing
PSY 350	Community Psychology
PSY 354	Substance Abuse: Historical and Legal Perspectives

## Legal Assistant/Paralegal Studies Specialty

This program was designed for those who wish to acquire the skills and knowledge necessary to pursue careers as legal assistants/paralegals. The program is also appropriate for students who are pursuing business, teaching, or law-related careers, and for others who desire to understand our legal system and enhance their legal knowledge and skills. Completion of the program will enable students to take the national legal assistant certification exam.

The six required courses for a Legal Assistant/Paralegal Studies Specialty are:

LEG 215	Introduction to Law and the Legal Profession
LEG 225	Legal Fundamentals I
LEG 226	Legal Fundamentals II
LEG 325	Legal Research and Writing
LEG 335	Legal Documents and Drafting
LEG 345	Fundamentals of Litigation and Advocacy

## Substance Abuse Studies Specialty

This program is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This specialty is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.).

The specialty in Substance Abuse Studies incorporates six courses:

PSY/SOC 354	Substance Abuse: Historical and Legal Perspectives
PSY/SOC 355	Substance Abuse and the Family
PSY/MGT 356	Substance Abuse in Business and Industry
PSY 357	The Psychology and Physiology of Substance Abuse
PSY 358	Rehabilitation Strategies in Substance Abuse Treatment
PSY 359	Self-Help Groups

## BUSINESS AND ADMINISTRATIVE STUDIES

The bachelor of science degree is offered through the Business and Administrative Studies Department with the following major concentrations:

### Accounting

### Administrative Studies

### Business Administration

The **Accounting** major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova University offers a master's degree designed to satisfy the additional CPA requirements.

The **Administrative Studies** major is offered for those students who are already practitioners or are potential practitioners and need a general degree or certificate to prepare for a wide range of career opportunities.

The **Business Administration** major and related specialties are offered for those students who are already practitioners in the field and need a specialized bachelor's degree and/or certificate for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and want a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

Specialties offered to students enrolled in these majors are: **Banking and Finance, Computer Science, Hotel and Restaurant Management, Human Resource Management, International Business, and Marketing.** Students will receive a specialty certificate upon completion of any of the specialties. Contact the Business and Administrative Studies Department for more information.



## Professional Management

The **Professional Management** major is offered with an option for the following specialties: **Banking & Finance, Business, Computer Applications, and Health Care Services.**

The **Professional Management** major is designed for people working in technical or professional fields who are advancing into supervisory and management positions. Holders of the community college associate degree or equivalent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 60 semester hours of credit toward the bachelor of science degree in Professional Management (BPM)\*. Sixty-six semester hours of credit in management, behavioral science, computers, and humanities will be required. Courses are scheduled to meet the needs of the working student.

\*The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. It is assumed that the first 60 credits are earned outside the cluster program.

The **accelerated**, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (fifteen to eighteen hours) of credit completed approximately every six months. The course work for the bachelor of science degree in Professional Management can be completed in twenty-seven months. Classes meet one evening per week and approximately every third Saturday.

The **Specialty in Banking and Finance** is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions.

The **Specialty in Business** is applicable to people who want a general business and management background.

The **Specialty in Computer Applications** is designed for those students who are interested in business applications of computers. The curriculum focuses on the use of computers in decision making, information management, and office automation.

The **Specialty in Health Care Services** is designed for registered nurses and other health care professionals. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally. All nurses who have passed the licensing examination for registered nurse (R.N.) will receive a minimum of 45 credit hours of prior experiential learning credit. Therapist and technician training will be assessed on an individual basis.



## Accounting for Career Development Students

### GENERAL DISTRIBUTION REQUIREMENTS:

45

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
HUM Electives	6	
LSC/PHY Electives		6
PSY Elective	3	
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
MAT 102	Introductory Algebra	3
Liberal Arts Electives:	COM/ECO/GEO/HIS/HUM/ LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC	6

### MAJOR REQUIREMENTS:

60

ACT 205	Principles of Accounting I	3
ACT 207	Principles of Accounting II	3
ACT 303	Cost Accounting	3
ACT 305	Intermediate Accounting I	3
ACT 306	Intermediate Accounting II	3
ACT 311	Federal Taxation I	3
ACT 312	Federal Taxation II	3
ACT 401	Advanced Accounting	3
ACT 421	Auditing	3
BUS 101	Introduction to Business	3
BUS 215	Business Law I	3
BUS 216	Business Law II	3
BUS 355	Introduction to International Business	3
BUS 409	Quantitative Methods	3
BUS 488	Business Strategy and Policy	3
CS 113	Business Applications of Microcomputers	3
FIN 301	Corporation Finance	3
MAT 302	Applied Statistics	3
MGT 205	Principles of Management	3
MKT 101	Introduction to Marketing	3

### ELECTIVES:

15

### TOTAL DEGREE REQUIREMENTS:

120

## Administrative Studies for Career Development Students

### GENERAL DISTRIBUTION REQUIREMENTS:

45

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
HUM Electives	6	
LSC/PHY Electives		6
PSY Elective	3	
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
Liberal Arts Electives:	COM/ECO/GEO/HIS/HUM/ LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC	9

### MAJOR REQUIREMENTS:

33

ACT 205	Principles of Accounting I	3
BUS 101	Introduction to Business	3
BUS 215	Business Law I	3
BUS 355	Introduction to International Business	3
BUS 488	Business Strategy and Policy	3
FIN 301	Corporation Finance	3
MAT 302	Applied Statistics	3
MGT 205	Principles of Management	3
MGT 315	Personnel Administration	3
MGT 317	Organization Behavior	3
MKT 101	Introduction to Marketing	3

### ELECTIVES:

42

### TOTAL DEGREE REQUIREMENTS:

120

## Business Administration for Career Development Students

### GENERAL DISTRIBUTION:

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
HUM Electives 6		6
LSC/PHY Electives		3
MAT 102	Introductory Algebra	3
PSY Elective 3		6
Liberal Arts Electives: COM/ECO/GEO/HIS/HUM/ LAN/LGS/LSC/MAT/PHY/POL/PSY/SOC		

### MAJOR REQUIREMENTS:

ACT 205	Principles of Accounting I	3
ACT 207	Principles of Accounting II	3
BUS 101	Introduction to Business	3
BUS 215	Business Law I	3
BUS 216	Business Law II	3
BUS 355	Introduction to International Business	3
BUS 409	Quantitative Methods	3
BUS 461	Research Methods	3
BUS 488	Business Strategy and Policy	3
FIN 301	Corporation Finance	3
MAT 302	Applied Statistics	3
MGT 205	Principles of Management	3
MGT 315	Personnel Administration	3
MGT 317	Organization Behavior	3
MKT 101	Introduction to Marketing	3

### SPECIALTY REQUIREMENTS:

### ELECTIVES:

### TOTAL DEGREE REQUIREMENTS

15  
15  
120

## Banking and Finance Specialty

This certificate program is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions. Coursework does not duplicate an associate degree in this area and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, ECO 201, ECO 202, FIN 301):

ECO 321	Monetary Theory and Policy
ECO 421	Business Cycles and Forecasting
FIN 311	Financial Management
FIN 315	Banking and Financial Institutions
FIN 411	Principles of Investment

## Computer Science Specialty

This certificate program is designed for those students who are employed or interested in working in different business data processing areas and who would like to augment a business major with a concentration in the rapidly expanding field of computer technology. This specialty focuses on the management of information systems and business applications of computers. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisite: MAT 102):

CS 113	Business Applications of Microcomputers
CS 150	Introduction to Computer Organization
CS 170	Introduction to Computer Programming
CS 220	Business Oriented Language (COBOL)
MGT 366	Information Systems



## Hotel and Restaurant Management Specialty

This certificate program is designed for those already employed in the hotel or restaurant industry as well as those who are considering careers in these fields. The five required courses survey managerial concerns of hotel and restaurant administration. Taken in conjunction with the business administration or administrative studies degree, the certificate courses will give the student a valuable specialty in a rapidly expanding field. Taken alone as a certificate program the courses will provide a theoretical foundation for careers in the hospitality industry.

The following courses are required for this specialty:

BUS 275	Introduction to the Hospitality Industry
BUS 475	Law for Hospitality Managers
MGT 373	Hotel Management
MGT 375	Food and Beverage Management
MKT 475	Marketing in the Hospitality Industry

## Human Resource Management Specialty

This certificate program is designed for those students who are employed in the fields of personnel, training and development, labor relations, and related areas or those who would like to pursue a career in human resource management. Coursework does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 205, MGT 315, MGT 317):

BUS 305	Organization Theory
MGT 302	Organizational Communication
MGT 355	International Management
MGT 425	Human Resource Management
MGT 445	Labor Relations
MGT 491-498	Advanced Special Topics

## International Business Specialty

This certificate program is designed in recognition of the fact that South Florida is a major international trade area. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, and manufacturers or those who would like to pursue a career in international business should choose this specialty. Coursework does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACT 205, BUS 355, ECO 201, ECO 202, FIN 301, MGT 205, MKT 101):

ECO 355	International Economics
FIN 455	International Finance
MGT 355	International Management
MKT 353	International Marketing
MKT 455	Export/Import Marketing

## Marketing Specialty

This certificate program is designed for those students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, and related areas or those who would like to pursue a career in marketing. Coursework does not duplicate an associate degree in this field and most, if not all, associate level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: MGT 317, MKT 101):

MKT 301	Channels of Distribution
MKT 321	Advertising and Sales Promotion
MKT 431	Consumer Behavior
MKT 471	Marketing Strategy
MKT 491-498	Advanced Special Topics

## Nonspecialty Option

The nonspecialty option is offered only to those students in the Business Administration major who do not want to take one of the mentioned specialties and are interested in a general business degree. Those students may take 15 credits at the 300 and/or 400 levels of the following categories: ACT, BUS, ECO, FIN, MGT, and MKT.

## PROFESSIONAL MANAGEMENT FOR CAREER DEVELOPMENT STUDENTS

### Professional Management with Banking and Finance Specialty

FRESHMAN AND SOPHOMORE REQUIREMENTS:		60
(earned outside the cluster program)*		
LIBERAL ARTS ELECTIVES		15
GENERAL ELECTIVES		45
CORE REQUIREMENTS:		48
INTRODUCTORY SKILLS		
LAN 311	Writing for the Professions	3
LAN 312	Public Communication for the Professions	3
MAT 133	Mathematical Way of Thinking	3
PSY 311	Interpersonal Communication	3
MANAGEMENT OF ORGANIZATION		
MGT 205	Principles of Management	3
MGT 317	Organization Behavior	3
MGT 425	Human Resource Management	3
LIBERAL ARTS		
ECO 315	Macroeconomics for Managers	3
HUM 202	Man as an Individual	3
HUM 210	Freedom and Totalitarianism	3
HUM 321	Ethical and Moral Judgments OR	3
HUM 381	Art and Society	
FUNCTIONAL MANAGEMENT		
ACT 205	Principles of Accounting	3
BUS 461	Research Methods	3
CS 111	Computer Literacy	3
MAT 302	Applied Statistics	3
MKT 391	Principles of Marketing	3
SPECIALTY REQUIREMENTS:		18
BUS 488	Business Strategy and Policy	3
ECO 321	Monetary Theory and Policy	3
ECO 421	Business Cycles and Forecasting	3
FIN 301	Corporation Finance	3
FIN 315	Banking and Financial Institutions	3
FIN 411	Principles of Investment	3
TOTAL DEGREE REQUIREMENTS:		126

\* The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. It is assumed that the first 60 credits are earned outside the cluster program.

## Professional Management with Business Specialty

FRESHMAN AND SOPHOMORE REQUIREMENTS: 60  
(earned outside the cluster program)\*

LIBERAL ARTS ELECTIVES 15  
GENERAL ELECTIVES 45

CORE REQUIREMENTS: 51

### INTRODUCTORY SKILLS

LAN 311 Writing for the Professions 3  
LAN 312 Public Communication for the Professions 3  
MAT 133 Mathematical Way of Thinking 3  
PSY 311 Interpersonal Communication 3

### MANAGEMENT OF ORGANIZATION

MGT 205 Principles of Management 3  
MGT 317 Organization Behavior 3  
MGT 425 Human Resource Management 3

### LIBERAL ARTS

ECO 315 Macroeconomics for Managers 3  
HUM 202 Man as an Individual 3  
HUM 210 Freedom and Totalitarianism 3  
HUM 321 Ethical and Moral Judgments OR 3  
HUM 381 Art and Society

### FUNCTIONAL MANAGEMENT

ACT 205 Principles of Accounting 3  
BUS 461 Research Methods 3  
CS 111 Computer Literacy 3  
CS 115 Microcomputer Applications 3  
MAT 302 Applied Statistics 3  
MKT 391 Principles of Marketing 3

SPECIALTY REQUIREMENTS: 15

BUS 325 Business, Government and Society 3  
BUS 355 Introduction to International Business 3  
BUS 488 Business Strategy and Policy 3  
FIN 301 Corporation Finance 3  
MGT 415 Legal Environment of Management 3

TOTAL DEGREE REQUIREMENTS: 126

\* The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. It is assumed that the first 60 credits are earned outside the cluster program.

## Professional Management with Computer Applications Specialty

FRESHMAN AND SOPHOMORE REQUIREMENTS: 60  
(earned outside the cluster program)\*

LIBERAL ARTS ELECTIVES 15  
GENERAL ELECTIVES 45

CORE REQUIREMENTS: 51

### INTRODUCTORY SKILLS

LAN 311 Writing for the Professions 3  
LAN 312 Public Communication for the Professions 3  
MAT 133 Mathematical Way of Thinking 3  
PSY 311 Interpersonal Communication 3

### MANAGEMENT OF ORGANIZATION

MGT 205 Principles of Management 3  
MGT 317 Organization Behavior 3  
MGT 425 Human Resource Management 3

### LIBERAL ARTS

ECO 315 Macroeconomics for Managers 3  
HUM 202 Man as an Individual 3  
HUM 210 Freedom and Totalitarianism 3  
HUM 321 Ethical and Moral Judgments OR 3  
HUM 381 Art and Society

### FUNCTIONAL MANAGEMENT

ACT 205 Principles of Accounting 3  
BUS 461 Research Methods 3  
CS 111 Computer Literacy 3  
CS 115 Microcomputer Applications 3  
MAT 302 Applied Statistics 3  
MKT 391 Principles of Marketing 3

SPECIALTY REQUIREMENTS: 15

CS 116 Advanced Microcomputer Applications 3  
CS 165 Fundamentals of Computers and Data Processing 3  
CS 235 Computer Applications Environment 3  
CS 300 Computer Security, Ethics and Auditing 3  
CS 375 Current Issues in Information Management 3

TOTAL DEGREE REQUIREMENTS: 126

\* The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. It is assumed that the first 60 credits are earned outside the cluster program.

## Professional Management with Health Care Services Specialty

FRESHMAN AND SOPHOMORE REQUIREMENTS: 60  
(earned outside the cluster program)\*

LIBERAL ARTS ELECTIVES 15  
GENERAL ELECTIVES 45

CORE REQUIREMENTS: 51

### INTRODUCTORY SKILLS

LAN 311 Writing for the Professions 3  
LAN 312 Public Communication for the Professions 3  
MAT 133 Mathematical Way of Thinking 3  
PSY 311 Interpersonal Communication 3

### MANAGEMENT OF ORGANIZATION

MGT 205 Principles of Management 3  
MGT 317 Organization Behavior 3  
MGT 425 Human Resource Management 3

### LIBERAL ARTS

ECO 315 Macroeconomics for Managers 3  
HUM 202 Man as an Individual 3  
HUM 210 Freedom and Totalitarianism 3  
HUM 321 Ethical and Moral Judgments OR 3  
HUM 381 Art and Society

### FUNCTIONAL MANAGEMENT

ACT 205 Principles of Accounting 3  
BUS 461 Research Methods 3  
CS 111 Computer Literacy 3  
CS 114 Computer Applications for Health Care Administrators 3  
MAT 302 Applied Statistics 3  
MKT 391 Principles of Marketing 3

SPECIALTY REQUIREMENTS: 15

HUM 318 Ethical Issues in Health Care 3  
MGT 401 Health Care Organization and Administration 3  
MGT 402 Legal Aspects of Health Care Administration 3  
SOC 302 Community Services System 3  
SOC 303 Transcultural Issues in Health Care 3

TOTAL DEGREE REQUIREMENTS: 126

\* The curriculum for the bachelor of science degree in Professional Management provides only the upper level courses. It is assumed that the first 60 credits are earned outside the cluster program.

## EDUCATION

The bachelor of science degree is offered through the Education Department with the following major concentrations:

### Elementary Education

### Secondary Education

These education degree programs are approved by the State of Florida and prepare students for teacher certification in the areas of **Elementary, Exceptional, and Secondary Education**. Students who have already completed a bachelor's degree in an area other than education may apply for admission to one of the education certificate programs that will prepare them for State Teacher Certification. The role of the College for Career Development is to provide the courses that will lead to specific teacher certification. **Actual teacher certification is awarded by the State Department of Education, NOT by Nova University.**

Any student interested in pursuing a major in Education must contact the Education academic office before declaring an Education major to ensure that the requirements for acceptance are satisfied.

## Elementary Education for Career Development Students

### GENERAL DISTRIBUTION:

45

LAN 111	College Composition I *	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
CS 111	Computer Literacy	3
PSY 111	Principles of Behavior	3
PSY 238	Child and Adolescent Development	3
HUM Electives 6		
LSC/PHY Electives		6
MAT 102 or higher		3
MAT 133	Mathematical Way of Thinking	3
Liberal Arts Electives: ECO/GEO/HIS/PHY/POL/PSY/SOC		9
(6 hours must be in GEO/HIS/SOC)		

### MAJOR REQUIREMENTS:

21

EDU 222	Sociological Foundations	3
EDU 336	Educational Psychology	3
EDU 452	Internship	9
*ELE 342	Designing the Elementary School Curriculum	3
*ELE 345	The Child in the Classroom	3
*EDU 447	Teaching: Principles and Practices	3
*EDU 448	Classroom Management	3

\* Choose two courses

### MAJOR SPECIALTY:

33

EDU 317	Instructional Materials	3
EDU 434	Learning Assessment	3
ELE 311	Teaching Social Studies in Elementary School	3
ELE 312	Teaching Science in Elementary School	3
ELE 313	Teaching Music in Elementary School	3
ELE 314	Teaching Art in Elementary School	3
ELE 315	Teaching Health and P.E. in Elementary School	3
ELE 316	Teaching Math in Elementary School	3
ELE 318	Teaching Language Arts	3
ELE 331	Reading Skills in Elementary School	3
ELE 332	Reading Evaluation	3

### ELECTIVES:

21

### TOTAL DEGREE REQUIREMENTS:

120

## Secondary Education for Career Development Students

### GENERAL DISTRIBUTION:

45

LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 133	Mathematical Way of Thinking	3
CS 111	Computer Literacy	3
PSY 111	Principles of Behavior	3
PSY 238	Child and Adolescent Development	3
HUM Electives 6		
LSC/PHY Electives		6
MAT 102 or higher		3
Liberal Arts Electives: ECO/GEO/HIS/PHY/POL/PSY/SOC		9
(6 hours must be in GEO/HIS/SOC)		

### MAJOR REQUIREMENTS:

27

EDU 222	Sociological Foundations	3
EDU 336	Educational Psychology	3
EDU 434	Learning Assessment	3
EDU 447	Teaching: Principles and Practices	3
EDU 448	Classroom Management	3
EDU 452	Internship	9
SEC	Teaching Secondary	3

### SPECIALTY: 27

According to Certification Requirements for Content Area

### ELECTIVES:

21

### MINIMUM TOTAL DEGREE CREDITS REQUIREMENTS

120

## Exceptional Education Specialties

The Education Program offers specialties in Specific Learning Disabilities, Emotional Disturbance, and Mental Retardation. Students must complete 9 credits in the specific exceptionality in which the certification is sought. Added to these are 9 credits common to the three areas.

### SPECIFIC LEARNING DISABILITIES SPECIALTY

- EDU 433 Identification and Remediation of Learning Disabilities
- EDU 439 Individualization of Diagnosis and Instruction for the Learning Disabled Child
- EDU 458 Classroom Management of the Exceptional Student

### EMOTIONAL DISTURBANCE SPECIALTY

- EDU 429 Education Programming for the Emotionally Disturbed
- EDU 432 Precision Teaching and Behavior Modification
- EDU 458 Classroom Management of the Exceptional Student

### MENTAL RETARDATION SPECIALTY

- EDU 406 Foundations of Mental Retardation
- EDU 407 Curriculum for Mental Retardation
- EDU 408 Classroom Procedures for Mental Retardation

Additional credits required in all areas of exceptionality are:

- EDU 435 Survey in the Education of Exceptional Children
- EDU 438 Educational Assessment of Exceptional Children
- EDU 440 Introduction to Language Development and Speech Disabilities

## Early Childhood Administration Specialty

The Specialty in Early Childhood Administration has been designed to benefit individuals currently working in kindergarten and preschool facilities. Courses have been developed by educational specialists and practicing experts in the field. The Early Childhood Administration Specialty can be taken by students not seeking degrees. (Prerequisite: PSY 111)

- EDU 226 Administration of Early Childhood Programs
- EDU 340 Administrative Leadership and Decision Making for Early Childhood
- EDU 341 Curriculum Decisions of Administration of Early Childhood Programs
- PSY 238 Child and Adolescent Development



## LIBERAL ARTS

### Latin American and Caribbean Studies Specialty

This program provides a broad cultural base for students who plan careers involving Latin American and Caribbean peoples in business, government, psychological services, or education. The certificate program is not a major but must be completed in conjunction with one of the College majors. The requirements for this certificate program are as follows:

The student will complete 24 credits of courses with a Latin American and Caribbean emphasis. Appropriate courses taken within the major may satisfy part of these requirements. Spanish language courses at the 200 level or above also may satisfy part of this requirement.

The student will take at least 9 of the 24 required credits outside his or her major.

The student will have to demonstrate a reading and speaking knowledge of Spanish. This requirement may be satisfied either through coursework or by examination.

Courses currently offered as part of the Nova curriculum that are automatically applicable toward the certificate in Latin American and Caribbean Studies are--

HUM 323	Contemporary Latin American Fiction
LAC 213	Latin American and Caribbean Studies
LAC 245	Black Cultures of the Americas
LAC 485	Field Study
LAN 123	Elementary Spanish
LAN 223	Intermediate Spanish
SOC 250	Native Cultures of the Americas

In addition to the above mentioned courses, a large number of existing courses may be approved by the Program Coordinator as applicable toward the certificate in Latin American and Caribbean Studies.

## COMPUTER SCIENCE AND ENGINEERING

The bachelor of science degree is offered through the Center for Computer Science in the following major concentrations:

### Computer Engineering Computer Information Systems

### Computer Science Computer Systems

**Computer Engineering** concentrates on the architecture, design, and development of computer hardware. Areas covered are circuit design, firmware, and the high level tradeoff between hardware and software in computer systems.

**Computer Science** deals with the systematic study of algorithms and data structures. This concentration will provide a base for the graduate to work in a number of computer career fields and to pursue graduate work in computer science. Within this major is a specialty in **Telecommunications** that concentrates on the architecture, design, and development of telecommunications hardware and software as well as the economics of management of computer telecommunications systems.

The **Computer Information Systems** major prepares the student for a career in business applications as a programmer/analyst. Emphasis is placed on programming languages, application software analysis, design and development, database management, and information system organization.

The **Computer Systems** major is designed for students who intend to combine business knowledge with an applications approach to computer science. Besides providing a background in computer function, language, and programming, this major will focus on the use of computers in the business environment.



## Telecommunications Specialty

This certificate program is designed for those students who are employed or are interested in working in telecommunications. This specialty focuses on the design, planning, organization, and control of data and voice communications networks, with emphasis on distributed computer networks. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the certificate specialty without seeking a degree.

The following courses are required for this specialty:

TC 200	Mathematical Foundations of Telecommunications
TC 205	Electronics for Telecommunications
TC 300	Telecommunications Network Planning and Operations
TC 305	Telecommunications Software and Protocols
TC 400	Telecommunications Economics and Policy

## Computer Engineering for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS: 48

CS 111	Computer Literacy	3
LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 210	Calculus I	3
MAT 220	Calculus II	3
MAT 305	Calculus III	3
MAT 310	Differential Equations	3
MAT 440	Numerical Analysis	3
MAT 450	Probability and Statistics	3
PHY 312	Science of Matter	3
GEO/HIS/POL/PSY/SOC Electives		9
HUM Electives 6		

MAJOR REQUIREMENTS: 57

CS 160	Fundamentals of Logic Design	3
CS 170	Introduction to Programming	3
CS 210	Fortran	3
CS 306	Digital Design	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assemblers and Assembly Language	3
CS 340	Data Structures	3
CS 405	Computer Architecture	3
EE 210	Networks I	3
EE 255	Engineering Lab I	1
EE 310	Networks II	3
EE 330	Electronics I	3
EE 335	Engineering Lab II	1
EE 340	Electronics II	3
EE 345	Engineering Lab III	1
EE 405	Networks III	3
EE 460	Microprocessor Applications	3
EE 470	Electrical Engineering Design	3
PHY 240	Physics I	3
PHY 250	Physics II	3

ELECTIVES: 15

9 credits must be CS/EE

TOTAL DEGREE CREDIT REQUIREMENTS 120

## Computer Information Systems for Career Development Students

### GENERAL DISTRIBUTION:

39

CS 111	Computer Literacy	3
LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 105	College Algebra	3
MAT 302	Applied Statistics	3
GEO/HIS/POL/PSY/SOC Electives		9
HUM Electives 6		
LSC/PHY Electives		6

### MAJOR REQUIREMENTS:

63

CS 150	Introduction to Computer Organization	3
CS 170	Introduction to Programming	3
CS 220	Business Oriented Language (COBOL)	3
CS 315	Advanced COBOL	3
CS 330	Structured Programming (Pascal)	3
CS 340	Data Structures	3
CS 345	Distributed Data Processing	3
CS 365	Methods of Systems Analysis	3
CS 401	Organization of the Computer Environment	3
CS 451	Database Management: An Information Systems Emphasis	3
CS 471	Advanced Microcomputer Applications	3
	Interfacing	
CS 475	EDP Audit and Control	3
CS 490	Directed Project in Computer Science	3
CS Electives 12		
ACT/BUS/ECO/FIN/MGT/MKT Electives		12

### ELECTIVES:

18

### TOTAL DEGREE REQUIREMENTS

120

## Computer Science for Career Development Students

### GENERAL DISTRIBUTION:

45

CS 111	Computer Literacy	3
LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 150	Precalculus	3
MAT 210	Calculus I	3
MAT 220	Calculus II	3
MAT 450	Probability and Statistics	3
MAT 440	Numerical Analysis	3
GEO/HIS/POL/PSY/SOC Electives		9
HUM Electives 6		
PHY 312	Science of Matter	3

### MAJOR REQUIREMENTS:

66

CS 150	Introduction to Computer Organization	3
CS 160	Fundamentals of Logic Design	3
CS 170	Introduction to Programming	3
CS 210	Fortran	3
CS 220	Business Oriented Language (COBOL)	3
CS 306	Digital Design	3
CS 320	Organization of Programming Languages	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assemblers and Assembly Language	3
CS 340	Data Structures	3
CS 370	Software Design	3
CS 405	Computer Architecture	3
CS 420	Operating System Concept	3
CS 452	Database Management: A Computer Science Emphasis	3
CS 460	Systems Programming	3
CS 480	Introduction to Compilers and Interpreters	3
CS Electives 9		
EE 305	Electronics for Computer Science Majors	3
PHY 240	Physics I	3
PHY 250	Physics II	3
ELECTIVES:		9

### TOTAL DEGREE REQUIREMENTS

120

**Computer Systems for Career Development Students**

**GENERAL DISTRIBUTION:** 36

CS 111	Computer Literacy	3
LAN 111	College Composition I	3
LAN 112	College Composition II	3
LAN 201	Fundamentals of Public Speaking	3
MAT 150	Precalculus	3
MAT 210	Calculus I	3
GEO/HIS/POL/PSY/SOC Electives		9
HUM Electives	6	
LSC/PHY Electives		6

**MAJOR REQUIREMENTS:** 39

CS 150	Introduction to Computer Organization	3
CS 170	Introduction to Programming	3
CS 210	Fortran	3
CS 220	Business Oriented Language (COBOL)	3
CS 320	Organization of Programming Languages	3
CS 330	Structured Programming (Pascal)	3
CS 335	Assembler and Assembly Language Programming	3
CS 340	Data Structures	3
CS 370	Software Design	3
CS 451	Database Management: An Information Systems Emphasis	3
CS 460	System Programming	3*
CS 420	Operating Systems Concepts	3*
CS 471	Advanced Microcomputer Applications Interfacing	3*
CS 480	Introduction to Compilers and Interpreters	3
Choose one * course		

**SPECIALTY REQUIREMENTS:** 30

ACT 205	Principles of Accounting I	3
ACT 207	Principles of Accounting II	3
BUS 101	Introduction to Business	3
CS 401	Organization of Computer Environment	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
MAT 302	Applied Statistics	3
MGT 205	Principles of Management	3
MGT 317	Organizational Behavior	3
MKT 101	Introduction to Marketing	3

**ELECTIVES:** 12  
3 credits must be in CS

**TOTAL DEGREE REQUIREMENTS** 120

Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. The course name in parentheses indicates that the course was previously offered under a different name. See ACT 205 and ACT 207.

# Course Descriptions

## ACCOUNTING (ACT)

**ACT 205 Principles of Accounting I/3 sem. hrs. (Formerly called Introduction to Financial Accounting; ACT 101, 203, 209)** The conceptual framework of accounting including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation.

**ACT 207 Principles of Accounting II/3 sem. hrs. (Formerly called Introduction to Managerial Accounting; ACT 102, 206, 210)** A continuation of ACT 205. Includes corporate structure, stockholders, equity, longterm liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. **Prerequisite:** ACT 205.

**ACT 303 Cost Accounting/3 sem. hrs. (ACT 111, 211)** The role of cost accounting as a tool for managerial decision making. Cost-volume-profit analysis, job order costing, and absorption costing. Application of these skills to the overall operation of a business. **Prerequisite:** ACT 207.

**ACT 305 Intermediate Accounting I/3 sem. hrs. (ACT 201)** A continuation and expansion of Principles of Accounting. The concepts underlying valuation, accounting for leases, accounting for warranty costs. Application of these concepts to financial statement presentation. **Prerequisite:** ACT 207.

**ACT 306 Intermediate Accounting II/3 sem. hrs. (ACT 202)** A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and applications of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. **Prerequisite:** ACT 305.

**ACT 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**ACT 311 Federal Taxation I/3 sem. hrs.** The fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to nonbusiness majors. Topics include exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return.

**ACT 312 Federal Taxation II/3 sem. hrs.** An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts.

**ACT 401 Advanced Accounting/3 sem. hrs. (ACT 301)** A continuation and expansion of Intermediate Accounting II. Accounting principles for consolidations and combinations, accounting for branches, accounting for liquidations. Accounting for nonprofit organizations and other selected topics. **Prerequisite:** ACT 306.

**ACT 421 Auditing/3 sem. hrs. (ACT 321)** An overview of basic auditing concepts, auditing standards and audit programs. Special emphasis on preparing the student for the auditing section of the CPA examination. **Prerequisite:** ACT 305.

**ACT 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in accounting that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering differing content.

## BUSINESS (BUS)

**BUS 101 Introduction to Business/3 sem. hrs. (BUS 105, 1018)** A basic course in the study of the private enterprise system. A brief history and background of the system, its components, functions, disciplines, laws. The future of enterprise as a network is discussed.



**BUS 113 Business Applications of Microcomputers/3 sem. hrs.** Theory and application of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory-oriented course. **Prerequisites:** ACT 205, CS 111. **Identical to CS 113.**

**BUS 115 Microcomputer Applications/3 sem. hrs.** Theory and application of programs for microcomputers that are used in management. Database programs, electronic spread sheets, telecommunications will be included. A laboratory-oriented course. **Prerequisite:** CS 111. **Identical to CS 115.**

**BUS 116 Advanced Microcomputer Applications/3 sem. hrs.** A continuation of BUS 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs, designed specifically for managers. **Prerequisite:** CS 115. **Identical to CS 116.**

**BUS 209 Finite Mathematics/3 sem. hrs. (BUS 201, MAT 201)** Study of mathematical concepts and models and their practical application to problem solving techniques in the areas of business, social science, and economics. The main topics covered in this course will be review of algebra, graphs of functions, permutations, linear equations, and an introduction to statistics. **Prerequisite:** MAT 102 or higher.

**BUS 215 Business Law I/3 sem. hrs. (BUS 201)** The fundamentals of business law. Contract law, property law, and negotiable instruments as these areas apply to business organizations.

**BUS 216 Business Law II/3 sem. hrs. (BUS 202)** A continuation and expansion of Business Law I. Agency law, bailments and the Uniform Commercial Code as these areas apply to business organizations. **Prerequisite:** BUS 215.

**BUS 225 Principles of Purchasing and Materials Management/3 sem. hrs.** This course is an introduction to the function and role of purchasing and materials management in the organization. It emphasizes the principles, tools, methods, and techniques used in this field.

**BUS 235 Computer Applications Environment/3 sem. hrs. A** survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. **Prerequisite:** CS 165. **Identical to CS 235.**

**BUS 275 Introduction to the Hospitality Industry/3 sem. hrs.** Introduces students to the history and development of the hospitality industry. Current status of the industry in the local and national economy is examined as are likely future directions of the industry. Issues of the 1980s that affect the hospitality industry are explored.

**BUS 305 Organization Theory/3 sem. hrs. (BUS 311)** Emphasizes modern organizations, their structure and their systems. The special problems of large research and development organizations; project and/or program management; matrix management; venture management; contingency management. **Prerequisite:** MGT 205.

**BUS 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**BUS 310 Small Business Management/3 sem. hrs. (BUS 351, 210)** A study of management problems that relate to the small-scale entrepreneur. The evaluation of options available and decisions to be made in initiating a business: implementing financial and administrative controls, operating systems, pricing and marketing strategy, and understanding the legal environment in which the business must function.

**BUS 325 Business, Government, and Society/3 sem. hrs. (BTM 315, POL315)** Consideration of relationships between business enterprises and the social and political milieu in which these enterprises operate. New concepts in business ethics and corporate responsibility. Governmental regulation of business.

**BUS 332 Procurement and Contracting/3 sem. hrs.** This course builds on the concepts of BUS 225 and provides an overview of competitive and noncompetitive procurement principles and techniques. Course content includes the concepts of standardization, "make versus buy" decisions, value analysis, contract administration, and contract incentives. **Prerequisite:** BUS 225.

**BUS 355 Introduction to International Business/3 sem. hrs.** (BUS 255, MGT 491) Survey of the field that includes the legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUS 101.

**BUS 363 Contract and Procurement Law/3 sem. hrs.** This course examines the legal aspects of contracts and procurement methodology, including the evaluation of contract clauses and case law. Course content includes contract administration responsibilities, quality assurance, minority contracting requirements, and the Uniform Commercial Code as applied to the field. **Prerequisite:** BUS 332.

**BUS 371 Manufacturing Processes/3 sem. hrs.** Application to management procedures and techniques to analyze, plan, control, and evaluate production methods and processes in industrial enterprises. Focus on the management of interface between inventory and technology as they relate to labor and capital. Reference will be made to quality assurance functions, sampling plans, and control charts. **Prerequisite:** Approval of Academic Division.

**BUS 375 Current Issues in Information Management/3 sem. hrs.** Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, modeling. Emphasis is on information as a company resource and source information management practices. **Prerequisite:** CS 300. Identical to CS 375.

**BUS 409 Quantitative Methods/3 sem. hrs.** (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** MAT 302.

**BUS 437 Negotiations and Price Analysis/3 sem. hrs.** This course analyzes and reviews the factors involved in the evaluation of vendor price proposals and the negotiation process. Course content includes negotiation theory and dynamics, price-cost analysis techniques, use of incentives, etc. **Prerequisites:** BUS 225, 332.

**BUS 461 Research Methods/3 sem. hrs.** (BUS 499) This course introduces a set of conceptual tools and techniques that will be applied to the analysis and proposed solution of real problems in an organization setting. Students will submit a research proposal as part of the course requirements. **Prerequisites:** COM 111 or LAN 111 or LAN 311; MAT 302.

**BUS 462 Management Applied Project/3 sem hrs.** This is a course registration number for students in the BPM program who must complete an applied project, or Practicum, as part of their degree requirements. Students will meet in peer study-review groups on an occasional basis rather than a regularly scheduled class. **Prerequisite:** BUS 461 and Approved Project Proposal.

**BUS 475 Law for Hospitality Managers/3 sem. hrs.** Specific law for hotel and restaurant managers. Students are taught the laws and regulations that apply to the hospitality industry. Innkeeper-guest relationships, contracts, civil rights, and liability are emphasized. **Prerequisite:** BUS 215.

**BUS 488 Business Strategy and Policy/3 sem. hrs.** (BUS 498) An integrative senior year course in which the disciplines of management, finance, behavioral sciences, and marketing will focus on the solution of specific business problems. Case studies will be employed in this course. **Prerequisites:** FIN 301, LAN 201 or COM 203 or LAN 312 and Senior Standing.

**BUS 489 Purchasing Policy/3 sem. hrs.** This course examines the field of purchasing/procurement relating and integrating it with other functional areas as a vital part of total corporation strategy. Review of the National Purchasing Management exam will be presented as part of this course. **Prerequisites:** BUS 225, 332, 363, 437.

**BUS 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in business that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**BUS 499 Independent Study in Business/1-12 sem. hrs.** (BUS 197, 297, 397, 497) The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** Written Consent of Instructor and Division Director.



## COMPUTER SCIENCE (CS)

### **CS 111 Computer Literacy/3 sem. hrs. (COM 105, 1058, COR 134)**

Introduction for the nontechnical person. Computer literacy, principles of computer operation, uses of computers in small businesses, schools, social service agencies, hospitals. Hands-on experience with microcomputers and specialized software.

### **CS 113 Business Applications of Microcomputers/3 sem. hrs.**

Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. **Prerequisite:** ACT 205, CS 111. **Identical to BUS 113.**

### **CS 114 Computer Applications for Health Care**

**Administrators/3 sem. hrs.** Theory and applications of programs for computers that are useful in the health care environment. The course will include discussion of computerized monitoring and testing in addition to hands-on experience with microcomputers.

**CS 115 Microcomputer Applications/3 sem. hrs.** Theory and application of programs for microcomputers that are used in management. Database programs, electronic spread sheets, telecommunications will be included. A laboratory-oriented course. **Prerequisite:** CS 111. **Identical to BUS 115.**

**CS 116 Advanced Microcomputer Applications/3 sem. hrs.** A continuation of CS 115. Emphasis on the use of the microcomputer in the management setting. Hands-on use of computer programs designed specifically for managers. **Prerequisite:** CS 115. **Identical to BUS 116.**

**CS 150 Introduction to Computer Organization/3 sem. hrs.** An introduction to principles of digital computer operation and organization, data representation, the central processing unit, memory, input/output devices, number systems, logic systems. **Prerequisite:** MAT 102.

**CS 160 Fundamentals of Logic Design/3 sem. hrs.** An introduction to elementary digital logic circuits, Boolean algebra, Karnaugh maps, digital counters, other basic circuit elements. Number set modules, binary, octal and hexadecimal number systems are investigated and related to digital computing structures. **Prerequisite:** demonstrated competency equivalent to MAT 105 or MAT 150.

**CS 165 Fundamentals of Computers and Information Processing/3 sem. hrs.** An introduction to various types of computer hardware. Steps in designing, programming, and implementing computer systems. Basic computer terminology.

**CS 170 Introduction to Programming/3 sem. hrs. (CS 201)** An introduction to good programming techniques including flowcharting, code design, debugging techniques and documentation, problem-solving methods and algorithm development to be used in the design of computer programs. The language BASIC will be taught as part of this course. An introduction to the use of microcomputers and computer terminals. **Prerequisite:** demonstrated competency equivalent to MAT 102, CS 150.

**CS 200 BASIC/3 sem. hrs.** Continuation of Introduction to Programming including introduction to random and sequential files, program design, modular design, structured programming, large programming design, documentation. **Prerequisite:** CS 170.

**CS 210 Fortran/3 sem. hrs.** Introduction to the language FORTRAN with reference to the latest standards, special techniques for programming in FORTRAN. **Prerequisite:** CS 200.

**CS 220 Business Oriented Language (COBOL)/3 sem. hrs.** A study of the COBOL programming language with emphasis on business applications. Topics covered will include program structure and breakdown, report generation, and file handling. **Prerequisite:** CS 200.

**CS 235 Computer Applications Environment/3 sem. hrs.** A survey of the uses of computers in business and science. Emphasis on specific business applications. Procedures for identifying and selecting hardware and software. **Prerequisite:** CS 165. **Identical to BUS 235.**



**CS 291-299 Special Topics in Computer Science/3 sem. hrs.** Topics in computer science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**CS 300 Computer Security, Ethics, and Auditing/3 sem. hrs.** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage. **Prerequisite:** CS 235.

**CS 303 Digital Design/3 sem. hrs.** Application of the principles of logic design in digital systems. Arithmetic logic units, parallel and serial interfaces, information transfer in a digital system, major hardware components and peripheral devices, digital computers. **Prerequisites:** CS 160, EE 305.

**CS 308 Cooperative Education/no credit** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**CS 315 Advanced COBOL/3 sem. hrs.** A continuation of CS 220 with emphasis on advanced computer problem solving. **Prerequisite:** CS 220.

**CS 320 Organization of Programming Languages/3 sem. hrs.** Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, comparison of two or more high level modern programming languages. **Prerequisites:** CS 210, 330, 340.

**CS 330 Structured Programming (PASCAL)/3 sem. hrs.** Basic principles of structured programming and language foundation. PASCAL will be taught as an example of a structured programming language. **Prerequisites:** CS 200, and CS 210 or 220 recommended.

**CS 335 Assemblers and Assembly Language Programming/3 sem. hrs.** A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, macrofacilities. Assembly language programs will be written as part of this course. **Prerequisites:** CS 150 or 160 and CS 340.

**CS 340 Data Structures/3 sem. hrs.** An introduction to the concepts and techniques of structuring data on bulk storage devices, introduction to data structures and file processing including arrays, records, strings, lists, trees, stacks, queues, manipulation, and limitations of files. **Prerequisite:** CS 330.

**CS 345 Distributed Data Processing/3 sem. hrs.** An examination of the features and impact of distributed systems in the business environment. **Prerequisites:** CS 220.

**CS 355 The "C" Programming Language/3 sem. hrs.** A study of the "C" Programming language with emphasis on pointer and data structure features of the language as well as specific application material pertinent to editing, library linking, and function dispatching in an IBM(TM) PC environment.

**CS 365 Methods of Systems Analysis/3 sem. hrs.** An overview of systems development with emphasis on techniques and tools of system documentation and logical system specification. **Prerequisite:** CS 220.

**CS 370 Software Design/3 sem. hrs.** Algorithm analysis, software design, management of large software projects, functional specification, design and testing phase of large scale projects, quality control. **Prerequisite:** CS 330.

**CS 375 Current Issues in Information Management/3 sem. hrs.** Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, modeling. Emphasis is on information as a company resource and source information management practices. **Prerequisite:** CS 300. Identical to BUS 375.

**CS 401 Organization of the Computer Environment/3 sem. hrs.** Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. **Prerequisite:** Requires Senior standing.

**CS 405 Computer Architecture/3 sem. hrs.** The analysis and design of computer systems, the interrelation of software and hardware design in the final computer system, interrelation between the operating system and the architecture of computer systems, concurrent processes and resource allocation. **Prerequisite:** CS 306. Suggested prerequisite: CS 335.

**CS 420 Operating System Concepts/3 sem. hrs.** Methods in the analysis and design of large scale systems, including concepts of semaphores, processed, linear address space, resource allocation, protection, and basic topics in operating system development. **Prerequisite:** CS 460.

**CS 451 Database Management - An Information Systems Emphasis/3 sem. hrs.** Concepts and structures necessary to design and implement a database management system including logical file organization and data organization techniques, data models, networks, data integrity, and file security. Emphasis is on the logical and user's viewpoint. **Prerequisites:** CS 220, 340. Students may not receive credit for this course and CS 450.

**CS 452 Database Management - A Computer Science Emphasis/3 sem. hrs.** Concepts and structures necessary to design and implement a database management system, including physical file organization and data organization techniques, data models, networks, data integrity, and file security. Emphasis is on theoretical foundations and physical system implementation while considering logical and user problems. **Prerequisites:** CS 220, 340. Students may not receive credit for this course and CS 450.

**CS 460 Systems Programming/3 sem. hrs.** A study of various system programming techniques, hardware-software interface, software controlled hardware. A comparison of several existing computer systems will be made. **Prerequisites:** CS 335, 340.

**CS 471 Advanced Microcomputer Applications Interfacing/3 sem. hrs.** Spreadsheet, database, word processor interfacing with programming languages, and introduction to decision support system construction and expert systems. **Prerequisite:** knowledge of WordStar, dBase and Pascal. Senior standing required.

**CS 475 EDP Audit and Control/3 sem. hrs.** Introduction to EDP auditing with emphasis on EDP controls, audit types, and audit techniques including their effects on computer system development. **Prerequisites:** CS 315, 345.

**CS 480 Introduction to Compilers and Interpreters/3 sem. hrs.** An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. **Prerequisite:** CS 320.

**CS 481 Ada Programming Language/3 sem. hrs.** Fundamentals of Ada including details of its historical development and its similarities to Pascal. Emphasis on the special features of Ada including data abstractions, multitasking, exception handling, encapsulation, and generics. **Prerequisites:** CS 330, 340.

**CS 482 Introduction to UNIX/3 sem. hrs.** Basic concepts on UNIX operating system, system commands, system calls, library functions, system editors, introduction to "C" and Shell programming languages, software development tools, text formatting tools, and system maintenance utilities. **Prerequisites:** CS 335, 340.

**CS 485 Theory of Computation/3 sem. hrs.** Theoretical approach to computer science. Topics include correctness, automata and turing machines, finite state machines, grammars. **Prerequisites:** CS 210, MAT 210.

**CS 490 Directed Project in Computer Science/3 sem. hrs.** A major project in computer science will be completed by the student under the direction of a faculty member. **Prerequisite:** Requires Senior standing.

## CRIMINAL JUSTICE (CRJ)

**CRJ 101 Introduction to Criminal Justice/3 sem. hrs.** A survey of the criminal justice system: agencies and processes involved in the administration of justice. Nature of crime.

**CRJ 291-299 Special Topics/3 sem. hrs.** Topics in criminal justice that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

**CRJ 310 Criminology/3 sem. hrs. (CRJ 401)** Advanced study of criminal behavior: its classification and prevalence. Emphasis on theories of causes of crime. **Prerequisite:** CRJ 101 or SOC 101.

**CRJ 430 Juvenile Crime and Justice/3 sem. hrs.** Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. **Prerequisite:** CRJ 101 or SOC 101. **Identical to SOC 430.**

**CRJ 471 Professional Issues in Criminal Justice/3 sem. hrs.** Examines current concerns of those in the field of criminal justice. Typical topics include public perceptions, relevant legislation, ethical issues, professional identity, education, personal development, and future directions. **Prerequisite:** CRJ 101!

**CRJ 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in criminal justice that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## ECONOMICS (ECO)

**ECO 201 Principles of Macroeconomics/3 sem. hrs. (COR 121)** A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Students may not get credit for this course and ECO 315.

**ECO 202 Principles of Microeconomics/3 sem. hrs.** The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include labor economics, international trade and finance, and alternative economic systems.

**ECO 315 Macroeconomics for Managers/3 sem. hrs. (ECO 203, 215)** An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. A historical overview of economic philosophers provides perspective to the modern emphasis. Students may not get credit for this course and ECO 201.

**ECO 321 Monetary Theory and Policy/3 sem. hrs. (FIN 321)** The structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. **Prerequisites:** ECO 201, 202.

**ECO 355 International Economics/3 sem. hrs.** Theory and practice of trade, comparative advantage, trade barriers, balance of payments, economic development, regional economic integration. **Prerequisites:** ECO 201, 202.

**ECO 421 Business Cycles and Forecasting/3 sem. hrs. (FIN 421)** Emphasizes the aggregate fluctuation in business, tracing the main stages of development from upswing through prosperity to downswing. The leading theories on the causes of business cycles. How to describe the methods of measuring business cycles and forecasting the cyclical behavior with the aid of indicators. **Prerequisite:** ECO 201.

**ECO 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in economics that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## EDUCATION (EDU)

**EDU 141 Personal Career Development/3 sem. hrs.** The process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. **Identical to MGT 141 and PSY 141.**

**EDU 222 Sociological Foundations of Education/3 sem. hrs.** A study of major sociological changes of the past 50 years and their impact on education.

**EDU 226 Administration of Early Childhood Programs/3 sem. hrs.** A survey course identifying the responsibilities of early childhood administration and the competencies needed to discharge them successfully.

**EDU 317 Instructional Materials/3 sem. hrs.** The use of a variety of materials in an educational program, including literature, media, and independent learning material.

**EDU 322 Use of Microcomputers in the Classroom/3 sem. hrs.** A course to prepare teachers for the use of microcomputers in the elementary and secondary instructional programs, featuring hands-on experiences in a laboratory setting.

**EDU 336 Educational Psychology/3 sem. hrs.** Principles of psychology and their application in education. Consideration of learning, individual differences, development, and teacher effectiveness. **Prerequisite: PSY 111.**

**EDU 340 Administrative Leadership and Decision Making for Early Childhood/3 sem. hrs.** A review of various leadership styles and decision-making techniques as they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships.

**EDU 341 Curriculum Decisions of Early Childhood Programs/3 sem. hrs.** A study of curricula and activities to meet the needs of the student population, with the subsequent decisions as to appropriate methods, necessary materials, and the use of time and space. Leadership in staff development to implement the decisions is included.

**EDU 350 Teaching Styles and Student Achievement/3 sem. hrs.** A survey of various teaching styles as used in presentations, activities, evaluations and classroom relationships, and their effect on student achievement.

**EDU 351 Computer Applications for the Classroom Teacher/3 sem. hrs.** A comprehensive course treating the spectrum of conceptual understanding for computer use in education, technical skills for computer operation as it relates to elementary education, and application of computer skills and teaching techniques to the content areas.

**EDU 360 Substance Abuse Intervention in the Schools/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Attention is given to prevention, intervention and counseling techniques, as well as legal issues related to student drug use. Also covered is the use of appropriate educational resources and services to assist students who show signs of alcohol or drug abuse. **Identical to PSY 360.**

**EDU 361 Educational Strategies for Drug Prevention Programs/3 sem. hrs.** This course focuses upon the development of effective drug prevention programs. Appropriate instructional techniques for substance abuse will be covered, as well as an examination of the drug prevention resources available. In addition, methods for evaluating the effectiveness of drug education programs will be examined. **Identical to PSY 361.**

**EDU 406 Foundations of Mental Retardation/3 sem. hrs.** A study of the biological, psychological, and sociological foundations of mental retardation. **Prerequisite: EDU 435.**



**EDU 407 Curriculum for Mental Retardation/3 sem. hrs.** A study of the development of curricula appropriate for various levels of mental retardation including the teaching techniques and materials for implementation. **Prerequisite:** EDU 435.

**EDU 408 Classroom Procedures for Mental Retardation/3 sem. hrs.** A study of management techniques, teaching strategies, and instructional materials appropriate for educational programs for the trainable and educable mentally retarded. **Prerequisite:** EDU 435.

**EDU 412 Children's Literature/3 sem. hrs.** A study of children's literature, including history, techniques of writing, trends, examples of different forms, and techniques for teaching literature to children.

**EDU 413 Instructional Use of Audio-Visual Materials/3 sem. hrs.** A general course for teachers at all grade levels. Methods of using audio-visual materials on the instructional program. The selection, production, and evaluation of instructional materials and techniques for their inclusion in curricula.

**EDU 429 Educational Programming for the Emotionally Disturbed/3 sem. hrs.** A study of program designs for curricula objectives, with delivery formats appropriate for emotionally disturbed students. **Prerequisite:** EDU 435.

**EDU 430 Classroom Management of the Emotionally Disturbed/3 sem. hrs.** A study of major theoretical models of emotional disturbance in children, and specific classroom strategies suggested by each model. **Prerequisite:** EDU 435.

**EDU 432 Precision Teaching and Behavior Modification/3 sem. hrs.** The format of a precision program in academics coupled with techniques of behavior modification is evaluated for instructing the emotionally disturbed. **Prerequisite:** EDU 435.

**EDU 433 Identification and Remediation of Learning Disabilities/3 sem. hrs.** A discussion of the nature and variety of learning disabilities, as well as techniques for their identification and remediation and for the assessment of learning potential. **Prerequisite:** EDU 435.

**EDU 434 Learning Assessment/3 sem. hrs.** Tests and measurements, the construction and evaluation of tests; methods and theories, including the use of test results, in curriculum selection.

**EDU 435 Survey in the Education of Exceptional Children/3 sem. hrs.** Identification of the range of defects that cause children to be classified as exceptional. A survey of the problems of such children and the need for providing appropriate educational experiences.

**EDU 436 Methods of Teaching Reading in Middle School/3 sem. hrs.** Identifying reading skills, evaluating skills, and recognizing and diagnosing reading problems in middle school. A discussion of prescriptive methods and materials to increase the reading performance of students in the middle school.

**EDU 438 Educational Assessment of Exceptional Children/3 sem. hrs.** Educational assessment, including evaluative and instructional techniques, for exceptional children to provide an objective database for individualized instruction. **Prerequisite:** EDU 435.

**EDU 439 Individualization of Diagnosis and Instruction for the Learning Disabled Child/3 sem. hrs.** Skills for the diagnosis of various learning disabilities and the planning of individual programs for the learning disabled child. Various models of curricula, and instructional and individual classroom designs for learning disabled children will be discussed with an emphasis on the techniques needed for developing individualized programs for learning disabled children. **Prerequisite:** EDU 435.

**EDU 440 Introduction to Language Development and Speech Disabilities/3 sem. hrs.** A study of language development and various speech and language disorders in children, with an emphasis on the assessment of individual problems and programming for their remediation within the classroom. **Prerequisite:** EDU 435.

**EDU 441 Techniques of Corrective or Remedial Reading/3 sem. hrs.** Techniques and instructions for the identification of problems of reading and a discussion of the prescriptive techniques for corrective or remedial procedures in reading. **Prerequisite:** ELE 332 or equivalent.

**EDU 447 Teaching: Principles and Practices/3 sem. hrs.** Principles of effective teaching, different teaching styles, microtechniques, and use of materials.

**EDU 448 Classroom Management/3 sem.hrs.** A study of the factors that contribute to classroom management, e.g., curricula, methods and materials, and student and teacher behavior.

**EDU 450 The Gifted Student: Nature and Needs/3 sem. hrs.** A study of the characteristics of the gifted, identification procedures, and the utilization of assessed strengths and weaknesses to maximize educational and social growth.

**EDU 451 Educational Procedures for the Gifted/3 sem. hrs.** A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and effective growth.

**EDU 452 Internship/9 sem. hrs.** Comprehensive review and practical application of educational philosophy, method, and strategy through a seminar and a nine-week supervised student-teaching assignment. **Prerequisite:** Written consent of Program Director.

**EDU 455 Guiding and Counseling the Gifted Student/3 sem. hrs.** A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic and social growth. **Prerequisite:** EDU 435.

**EDU 458 Classroom Management of the Exceptional Student/3 sem. hrs. (Formerly Classroom Management of the Learning Disabled Child)** Identification and implementation of classroom management procedures appropriate for specific exceptionalities. **Prerequisite:** EDU 435.

**EDU 463 Principles of Coaching/3 sem. hrs.** Emphasis on theory and practice in coaching sports.

**EDU 464 Administration of Athletic Programs/3 sem. hrs.** A study of the duties and responsibilities of the athletic director for the purpose of improving the athletic program.

**EDU 468 Structural Linguistics/3 sem. hrs.** A study of the structure of language, basic principles of linguistics. Survey of different approaches and techniques used in language study.

**EDU 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## **ELEMENTARY EDUCATION (ELE)**

**ELE 110 Introduction to Early Childhood Education I/3 sem. hrs.** Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for healthful living; a program to foster the growth of physical, affective, and cognitive competencies in the preschool child.

**ELE 111 Introduction to Early Childhood Education II/3 sem. hrs.** Fostering language growth and the development of a health self-concept. Stages in language development and implementation to assure optimum growth for the individual child. Identification of the children's strengths and their potential contributions to their positive self-image.

**ELE 112 Introduction to Early Childhood III/3 sem. hrs.** Promoting development through management skills and parent-community involvement. The child as a member of his school, home, and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in teacher/parent relationships and an effective reporting procedure of a child's progress; teacher/staff relationships that assure a commitment to the goals of the center.

**ELE 311 Teaching Social Studies in Elementary Schools/3 sem. hrs.** Study of content, including conservation of natural resources, methodology, program development, appropriate activities, and evaluative techniques for elementary social studies.



**ELE 312 Teaching Science in Elementary Schools/3 sem. hrs.** Content and methods for teaching science in the elementary school; "hands-on" approaches, resources, material and ideas drawn from the student's experiences will all be discussed. **Prerequisite:** PHY 101 or equivalent.

**ELE 313 Teaching Music in Elementary School/3 sem. hrs.** Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the elementary school curriculum.

**ELE 314 Teaching Art in Elementary School/3 sem. hrs.** Contents and methods of teaching art in the elementary school. Problems in the selection of materials and the evaluation of activities, as well as ideas and art projects will be included.

**ELE 315 Health and Physical Education in Elementary School/3 sem. hrs.** The curriculum, content, and methods in effective health education in the elementary school. Methods and materials for physical education.

**ELE 316 Teaching Mathematics in Elementary School/3 sem. hrs.** Content, materials, and methods for teaching mathematics in the elementary school. **Prerequisites:** MAT 133 and Applied Arithmetic Test.

**ELE 318 Teaching Language Arts/3 sem. hrs.** Curriculum content, materials, and methods for teaching the language arts including, but not limited to, spelling, grammar, handwriting, composition, and children's literature.

**ELE 331 Reading Skills in Elementary School/3 sem. hrs.** An introduction to the teaching of reading in the elementary school; approaches to reading instruction; evaluation of reading skills. **Prerequisite:** Basic personal reading skills to be evaluated by the program.

**ELE 332 Reading Evaluation/3 sem. hrs.** Diagnosing reading problems, prescribing a variety of methods to increase reading ability. How to use a variety of approaches to the teaching of reading. **Prerequisite:** ELE 331 and basic personal reading skills to be evaluated by the program.

**ELE 342 Designing the Elementary School Curriculum/3 sem. hrs.** A study of the selection of appropriate curricula to achieve objectives for each of the content areas in the elementary program.

**ELE 345 The Child in the Classroom/3 sem. hrs.** This course describes principles of teaching and general classroom management with particular emphasis on the relationship of the teacher to the child as an individual learner and the relationship of the teacher to the class as a learning group.

**ELE 361 Special Methods of Early Childhood Education I/3 sem. hrs.** A study of various approaches to early childhood education.

**ELE 362 Special Methods of Early Childhood Education II/3 sem. hrs.** A study of the methods and materials in early childhood education with emphasis on the learning process. Kindergarten observation will be included in this course.

## SECONDARY EDUCATION (SEC)

**SEC 311 Teaching Social Studies in Secondary School/3 sem. hrs.** Content and methods for teaching social studies in the secondary grades. Program development, appropriate activities and evaluation techniques will be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching social studies in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 312 Teaching Science in Secondary School/3 sem. hrs.** Content and methods for teaching science in the secondary school: "hands-on" approaches, resources, material, and ideas drawn from the student's experiences will all be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching science in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 313 Teaching Music in Secondary School/3 sem. hrs.** Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the secondary school curriculum. Development of teaching skills and analysis of materials, methods, and programs for teaching music in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 314 Teaching Art in Secondary School/3 sem. hrs.** Contents and methods of teaching art in the secondary school. Problems in the selection of materials and the evaluation of activities as well as ideas and art projects will be included. Development of teaching skills and analysis of materials, methods, and programs for teaching art in secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 315 Health and Physical Education in Secondary School/3 sem. hrs.** Curriculum, content, and methods in effective health education in the secondary school. Methods and materials for physical education. Development of teaching skills and analysis of materials and methods in programs for teaching health and physical education in the secondary schools.

**SEC 316 Teaching Mathematics in Secondary School/3 sem. hrs.** Content, materials, and methods for teaching mathematics in the secondary school. Development of teaching skills and analysis of materials, methods, and programs for teaching mathematics in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 320 Teaching Foreign Language in Secondary School/3 sem. hrs.** Content and methods of teaching foreign language in the secondary school. Language development and expression. Analysis of materials, methods, and programs for teaching foreign language in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 322 Teaching Business in Secondary School/3 sem. hrs.** Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, and teaching principles will all be discussed. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 323 Teaching English in Secondary School/3 sem. hrs.** Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods, and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SEC 324 Teaching Speech in Secondary School/3 sem. hrs.** Content and methods of teaching speech in the secondary school including fundamentals, discussion and debate, and drama.  
**Prerequisite:** 18 hrs. in speech.

## **ELECTRICAL ENGINEERING (EE)**

**EE 210 Networks I/3 sem. hrs.** Definitions of charge, current, voltage, resistance, capacitance, and inductance. Ohm's law, Kirchhoff's laws, nodal analysis, and mesh analysis. Principles of superposition, maximum power theorem, Thevenin's theorem and Norton's theorem. **Prerequisites:** PHY 150, MAT 220.

**EE 255 Engineering Laboratory I/1 sem. hr.** Basic laboratory to complement Networks I. **Prerequisite or Corequisite:** EE 310.

**EE 305 Electronics for Computer Science Majors/3 sem. hrs.** An introduction to network analysis and electronic circuitry. Definitions of circuit parameters and components: voltage, current, resistance, capacitance, and inductance. Fundamental circuit analysis techniques, series and parallel combinations of components, transistor and diodes characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS, and P-MOS. Intended as a special survey course for CS majors but will not meet requirements for EE or CE majors.

**EE 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**EE 310 Networks II/3 sem. hrs.** Phasors, sinusoidal steady-state analysis, rms value, average power, balanced three-phase circuits, resonance, frequency response, two-port networks, and Laplace transforms. **Prerequisites:** EE 210, MAT 310.

**EE 330 Electronics I/3 sem. hrs.** Introduction to the physical theory of semiconductor devices, diodes, diode circuit applications, transistor characteristics, transistor equivalent circuits, and single-stage amplifiers. **Prerequisite:** EE 310.

**EE 335 Engineering Lab II/1 sem. hr.** Laboratory work to complement electronics theory course. **Prerequisite or Corequisite:** EE 330.

**EE 340 Electronics II/3 sem. hrs.** Analysis and design of single-stage and multistage amplifiers, difference amplifiers, and operational amplifiers. Frequency response and other performance criteria with feedback. Oscillators. **Prerequisite:** EE 330.

## ENGLISH AS A SECOND LANGUAGE (ESL)

**ESL 104 English as a Second Language/3 sem. hrs.** Intended for students from non-English backgrounds who have been admitted to Level IV of the Intensive English Program. Credit awarded for successful completion of Level IV subject matter: reading and writing skills at a level sufficient for study at a college or university where English is the language of instruction, and speaking/listening skills at an advanced, pre-professional level.

## FINANCE (FIN)

**FIN 203 Financial and Accounting Management in Health Care/3 sem. hrs. (HCS 403)** Using accounting information to make managerial decisions. Topics include third party payers, volume forecasting, budgeting procedures, and rate setting techniques. Offered in HCS only.

**FIN 213 Personal Finance/3 sem. hrs. (FIN 101)** Survey of personal financial strategy. Provides guidelines in many areas including borrowing money, investments, insurance, home ownership taxes, and consumer rights.

**FIN 301 Corporation Finance/3 sem. hrs. (FIN 211)** Financial management as it applies to organizations. Ratio analysis, leverage, cash budgeting, capital structure, and other concepts of financial management applied to business organizations. **Prerequisite:** ACT 205.

**FIN 311 Financial Management/3 sem. hrs.** A continuation and expansion of Corporation Finance. Present value analysis, rate of return, and other techniques used in the evaluation of investment alternatives. **Prerequisite:** FIN 301.

**FIN 315 Banking and Financial Institutions/3 sem. hrs.** Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan, mortgage, bond, investment, trust, marketing, audit, and other departments within the institutions. Impact of federal and state agencies and their regulations upon these institutions.

**FIN 411 Principles of Investments/3 sem. hrs. (FIN 331)** Investment management is emphasized including financial statements and portfolio management. How to: analyze financial statements, use rating services such as Moody's and Standard and Poor's, and compare growth and income investments. **Prerequisite:** ECO 201.

**FIN 455 International Finance/3 sem. hrs.** International monetary systems, foreign exchange markets, exchange rates, international financial institutions, capital markets. **Prerequisite:** FIN 301.

**FIN 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.



## GENERAL STUDIES (GEN)

**GEN 327 Respiratory Care for Health Professionals/3 sem. hrs.** A review and update of knowledge and skills of health professionals in management and care of the adult with respiratory problems. **Prerequisite:** A professional health license; employment in a health agency.

## GEOGRAPHY (GEO)

**GEO 205 Survey of Geography/3 sem. hrs.** Study of geographic characteristics, area relationships, and major regional problems and their impact on the western world. Study of physical, human, economic, and political resources.

**GEO 222 The Modern City/3 sem. hrs.** Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. **Identical to SOC 222.**

**GEO 226 Conservation of Natural Resources/3 sem. hrs. (SSI 426)** Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western world and the nonwestern world. **Identical to PHY 226.**

**GEO 228 Introduction to Oenology: The World of Wines/3 sem. hrs.** Study of major wine regions of the western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. **Prerequisite:** Legal drinking age.

**GEO 291-299 Special Topics/3 sem. hrs.** Topics in geography that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**GEO 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in geography that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## HISTORY (HIS)

**HIS 103 American History to 1865/3 sem. hrs. (HIS 201, SSI 201)** American history from its colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

**HIS 104 American History Since 1865/3 sem. hrs. (HIS 202, SSI 202)** American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

**HIS 105 The American Experience/3 sem. hrs. (COR 104)** An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

**HIS 210 Roots of Western Society/3 sem. hrs. (COR 103, HIS 101)** A historical examination of western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the western heritage.

**HIS 211 Modern Western Society/3 sem. hrs. (Formerly called History of Western Civilization Since 1648; HIS 102, SSI 102)** A historical examination of modern western society since the rise of modern nations emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

**HIS 291-299 Special Topics/3 sem. hrs.** Topics in history that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**HIS 310 History of Political Thought/3 sem. hrs. (POL 401)** A study of political philosophy from ancient times to the present. To include the major philosophical schools and their spokesmen. Presented within the context of significant historical trends. **Identical to LGS 310 and POL 310.**

**HIS 321 The Great Individual in History/3 sem. hrs. (HUM 380)** The role of the great individual in historical events. Included is an examination of the qualities which make the great individual and the extent to which the great individual influences the course of history.

**HIS 330 History of Political Thought/3 sem. hrs.** A study of political philosophy from ancient times to the present. To include the major philosophical schools and their spokesmen. Presented within the context of significant historical trends. **Identical to LGS 330 and POL 330.**

**HIS 410 Emerging Nations/3 sem. hrs.** Overview of Africa, China, and the Middle East; their peoples, states, and geography. The emergence of national political systems and stratified societies, changing economic and population patterns, and the conflict between authoritarian and revolutionary approaches to modernization. Comparison and contrast will be drawn to the Latin American and Caribbean experience. **Identical to LAC 410.**

**HIS 427 Florida History/3 sem. hrs. (SSI 427)** An in-depth survey of Florida history from 1500 to the present. **Prerequisite:** HIS 201, 202 or consent of instructor.

**HIS 460 Studies in Revolution/3 sem. hrs. (SSI 460)** Major forces that have shaped the revolutionary impulse from the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, Chinese - the background, the underlying reasons, ideals, patterns of their growth, and their effects upon the course of history. **Identical to POL 460.**

**HIS 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in history that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## **HUMANITIES (HUM)**

**HUM 105 Humanities I/3 sem. hrs. (COR 105, HUM 1018, 1028)** An examination of verbal and visual arts, architecture, theater, film, dance, poetry, and music. Students will study the works of accomplished artists and also work creatively in order to enhance their appreciation and understanding of the nature and use of aesthetic works.

**HUM 171 Nova Community Singers I/1 sem. hr.** Participation in the Community Singers requires attendance at rehearsals and group performances. **Prerequisite:** Audition.

**HUM 172 Nova Community Singers II/1 sem. hr.** Continued participation in Community Singers. Rehearsals and performances. **Prerequisite:** Audition.

**HUM 173 Nova Community Singers III/1 sem. hr.** Continued participation in Community Singers. Rehearsals and performances. **Prerequisite:** Audition.

**HUM 201 Man and His Society/3 sem. hrs. (HUM 101)** An interdisciplinary study of humanistic values and insights, focusing on the principal questions of man and his place in society. Drawing from thought in literature, drama, philosophy, and poetry, the course seeks to find the balance among the individual, his desires, and the requirements of society.

**HUM 202 Man As An Individual/3 sem. hrs. (HUM 102)** An interdisciplinary humanities approach to the profound questions that confront man in the process of evolution. The meaning of individual responsibilities, individual freedom, the nature and meaning of one's mortality, and the place of virtue and destiny (or fate) in one's life.

**HUM 204 Humanities II/3 sem. hrs. (COR 202, HUM 2018, 2028)** An examination of literary works to investigate philosophical themes such as how nature and good are affected by culture, existentialism, utopia/dystopia, Marxism, and autobiographical representations. **Prerequisite:** COM 111.

**HUM 210 Freedom and Totalitarianism/3 sem. hrs. (HUM 200, 411)** An interdisciplinary humanities approach to the philosophical, psychological, and social aspects of freedom, totalitarianism, and related issues. Special interest in trends of modern society.

**HUM 240 The Theatre Arts/3 sem. hrs. (HUM 217)** The arts of the theater: drama, music, dance, play production; with study of plays representing major theatrical trends.

**HUM 254 Introduction to Film Criticism/3 sem. hrs. (HUM 354)** An examination of film as an art form. Topics include the "grammar" of film, film genres, the documentary, the avant garde film, and critical approaches to film. **Prerequisite:** COM 111.

**HUM 260 Women and Law/3 sem. hrs. (HUM 314)** This course examines sex-based discrimination in American society. It includes a historical/sociological analysis of the evolution of laws affecting women in employment, education, health and welfare, property ownership, and criminal justice. It also investigates public policy issues that affect women's lives. The course focuses on the role of the law to promote or hinder constructive social change. **Identical to LGS 260.**

**HUM 263 Law and Popular Culture/3 sem. hrs.** This course examines how the legal system is presented in various popular media, particularly film. Attention will be paid to the conflict between the aesthetic requirements, the medium in question, and actual practices of the legal profession. **Identical to LGS 263.**

**HUM 291-299 Special Topics/3 sem. hrs.** Topics in humanities that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**HUM 301 Art History/3 sem. hrs. (HUM 183)** A survey of art history stressing how the arts reflect the culture in which they are created.

**HUM 310 The American Character/3 sem. hrs. (SSI 356)** The nature of the American character within the context of modern personality theory, seeking the underlying social and historical forces that have shaped the American. An evaluation of character values expressed in certain strands of American philosophy and literature.

**HUM 312 Women's Studies/3 sem. hrs.** An examination of women's roles in society, the history of those roles through feminist perspectives in the humanities and arts, and the nature and significance of women's contribution to society. **Prerequisite:** COM 111.

**HUM 315 Philosophical Issues/3 sem. hrs.** A study of the various philosophical schools centering on such questions as: what is the nature of man; what is reality; how do we know; what is true; what is beautiful; what is right.

**HUM 318 Ethical Issues in Health Care/3 sem. hrs. (HCS 301)** Surveys the concepts, issues, conflicts, and technical decisions with moral problems in health care. Identification of problems health care professionals face in human, moral, and ethical conflicts. Offered in HCS only.

**HUM 320 Principles of Efficient Thinking/3 sem. hrs.** Everyman's Logic: the principles of analytical and critical thinking including deduction, induction, principles and clear statement, valid and reliable reasoning, fallacies of argument and debate, and the methods by which theories and laws are established.

**HUM 321 Ethical and Moral Judgements/3 sem. hrs.** Study and comparison of major writers on ethics. Includes discussion of the problems of making ethical and moral judgments; the conflicts between right and wrong, good and evil; and ways of resolving moral and ethical dilemmas.

**HUM 322 Science and Modern Thought/3 sem. hrs.** An examination of the role of science in the modern world including the nature of the scientific object, the nature of the scientific method and scientific revolutions, the relation of scientific revolutions, the relation of science to other modes of knowing, and the relation of science to technology. **Prerequisite:** COM 111.

**HUM 323 Contemporary Latin American Fiction/3 sem. hrs.** A survey of Latin American fiction from 1940 to present. Lectures in English; students may read books and write papers in English or Spanish. **Prerequisite:** COM 112 or its equivalent. **Identical to LAC 323.**



**HUM 326 Law and American Culture/3 sem. hrs.** Explores the relationship of law to American culture at different historical moments. Emphasis placed upon the cultural values, world view, and assumptions of the culture as it shapes the legal mind. **Identical to LGS 326.**

**HUM 351 American Literature/3 sem. hrs. (HUM 251)** Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors.

**HUM 352 English Literature/3 sem. hrs. (HUM 261)** A survey of selected English classics with a focus on relevance for modern understanding. Literature as an expression of various periods is explored within a casual discussion format.

**HUM 353 Films as Literature/3 sem. hrs.** An examination of the medium for literary works. Includes viewing of representative films.

**HUM 375 Music Through History/3 sem. hrs.** An interdisciplinary approach that introduces the student to the basic structure of musical forms, as well as the evolution of these forms, and the relationship between musical evolution and basic philosophical and historical trends. The music of each period will be listened to and the students will be introduced to the major composers and works of each period.

**HUM 381 Art and Society/3 sem. hrs.** A study of painting, sculpture, architecture, film, and music in the period from Baroque to modern times. Focuses on the relationship between artistic style and expression and the historical climate.

**HUM 423 Law and the American Mind/3 sem. hrs.** The study of the development of American jurisprudence and legal thought within the context of the American intellectual climate. The course seeks the relationship between the patterns of legal thought and the changing American mind. **Identical to LGS 426.**

**HUM 451 Eastern Thought/3 sem. hrs.** Study of the major philosophical and religious systems of thought from East and South Asia, such as Hinduism, Buddhism, Confucianism, and Taoism. Includes discussion of the relevant history and cultural background.

**HUM 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in humanities that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## **LANGUAGE AND COMPOSITION (LAN)**

**LAN 100 Language Arts Lab/3 sem. hrs.** A review of basic writing skills emphasizing usage and organization based on reading and writing assignments. To prepare students for LAN 111.

**LAN 111 College Composition I/3 sem. hrs.** Instruction in the principles and skills of effective expository and persuasive writing with competence. **Prerequisite: Placement examination.**

**LAN 112 College Composition II/3 sem. hrs.** A continuation of LAN 111 that includes instruction in use of the library and requires the student to develop a documented research paper. **Prerequisite: LAN 111.**

**LAN 123 Elementary Spanish/6 sem. hrs. (LAN 121/122)** Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

**LAN 150 Intensive English - Level I/3 sem. hrs.** The beginning level of instruction in English as a foreign language. The course consists of classes in each of the three skill areas of the language - conversation, writing, and reading. It is designed for students who possess very limited or no knowledge of English. Offered only at Panama Center.

**LAN 201 Fundamentals of Public Speaking/3 sem. hrs. (HUM 201)** Training and practice in the fundamentals of speech including methods of obtaining and organizing materials and of presenting speeches effectively.

**LAN 211 Intermediate Expository Writing/3 sem. hrs.** A workshop course for students seeking to extend their command of exposition, argumentation and persuasion, and their mastery of prose style. **Prerequisite: COM 112.**

**LAN 223 Intermediate Spanish/6 sem. hrs. (LAN 221/222)** Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite:** LAN 123.

**LAN 250 Intensive English - Level II/3 sem. hrs.** The lower intermediate level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who already possess certain minimal skills in English. Offered only at Panama Center.

**LAN 291-299 Special Topics/3 sem. hrs.** Topics in language that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

**LAN 301 Oral Interpretation/3 sem. hrs. (HUM 205)** Relation of appreciation of literature to oral interpretation; evaluation and analysis of selections of prose and poetry from the viewpoint of oral reading; basic techniques of reading aloud. **Prerequisite:** LAN 201.

**LAN 302 Creative Writing: Poetry/3 sem. hrs.** An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. **Prerequisite:** COM 111.

**LAN 311 Writing for the Professions/3 sem. hrs. (Formerly Business Communication)** A survey of English composition skills and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. Includes writing competency exam and research paper. **Prerequisite:** LAN 111.

**LAN 312 Public Communication for the Professions/3 sem. hrs.** Emphasis on public communication skills required of the person in business or other professions. Topics include: public speaking, conference speaking, visual and audio aids, listening, and public interviews. **Prerequisite:** LAN 311.

**LAN 350 Intensive English - Level III/3 sem. hrs.** The higher intermediate level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who possess more than minimal skills in English. Offered only at Panama Center.

**LAN 450 Intensive English - Level IV/3 sem. hrs.** The advanced level of instruction in English as a foreign language. The course consists of classes in the three skill areas of the language and is designed for students who already possess average skills in English. Offered only at the Panama Center.

**LAN 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in language that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## LATIN AMERICAN AND CARIBBEAN STUDIES (LAC)

**LAC 213 Latin American and Caribbean Studies/3 sem. hrs. (COR 113)** Latin America and the Caribbean: its peoples, states, and geography. The emergence of national political systems and stratified societies, changing economic and population patterns, and the conflict between authoritarian and revolutionary approaches to modernization.

**LAC 240 Comparative Legal Systems/3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive. Identical to LGS 240.

**LAC 261 Cultural Minorities and the Law/3 sem. hrs.** A study of the position of traditional and black societies within the legal systems of American nations. Topics to be discussed will include the relationship between American Indians and American justice, the legal position of blacks in American societies, and the legal position of Mexican-Americans in North American society from 1848 to present. Identical to LGS 261.

**LAC 323 Contemporary Latin American Fiction/3 sem. hrs.** A survey of Latin American fiction from 1840 to present. Lectures in English; students may read books and write reports in English or Spanish. Identical to HUM 323.

**LAC 485-488 Field Study in Latin America/3-12 sem. hrs. (SOC 485-488)** A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll in Field Study experience covering different topics and cultures.

**LAC 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in Latin American and Caribbean studies that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## **LEGAL ASSISTANT/PARALEGAL STUDIES (LEG)**

**LEG 215 Introduction to Law and the Legal Profession/3 sem. hrs.** Introduction to the structure and basic decisional processes of the American legal system; the role of the lawyer and the legal assistant in private firms, government agencies, and business; fundamentals of legal interviewing, law office structure, and management.

**LEG 225 Legal Fundamentals I/3 sem. hrs.** Fundamentals of business law; basic principles of contracts, real estate law, business organizations, and wills and trusts.

**LEG 226 Legal Fundamentals II/3 sem. hrs.** Basic principles of tort law, criminal law, family and juvenile law.

**LEG 325 Legal Research and Writing/3 sem. hrs.** A study of the primary and secondary sources of Anglo-American law with emphasis on the function of the law library and the acquisition of research skills (including the use of computer assisted research). An introduction to the techniques of presenting the results of research in acceptable written form.

**LEG 335 Legal Documents and Drafting/3 sem. hrs.** A workshop to develop skills in writing and preparing necessary documents, i.e., corporate papers, real estate forms, wills, bankruptcy. An introduction to civil procedure and preparation of motions, pleading, orders, etc.

**LEG 345 Fundamentals of Litigation and Advocacy/3 sem. hrs.** Anatomy of a law suit. Processes and practices relative to litigation in state and federal courts. Preparation for trial; civil and criminal procedure and use of required reference materials such as Florida Rules of Civil and Criminal Procedure.

## **LIFE SCIENCES (LSC)**

**LSC 102 Concepts in Life Sciences/3 sem. hrs. (COR 132, SCI 2018)** An introductory course emphasizing concepts, principles, and problems of the life sciences and their relevance to significant issues confronting man. Emphasis is placed on interdisciplinary approaches essential to the improvement of the resources, environment, culture, and well-being of man.

**LSC 104 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides, and pollution are covered. Identical to PHY 204.

**LSC 105 Concepts in Biology/3 sem. hrs.** This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for nonscience students.

**LSC 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413)** Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to PSY 211.

**LSC 301 Anatomy and Physiology of the Vocal Mechanism/3 sem. hrs.** Introduction to the anatomy, physiology, and neurophysiology of the vocal mechanism.



**LSC 302 Anatomy and Physiology of Hearing/3 sem. hrs.** Introduction to the anatomy, physiology, and neuroanatomy of the auditory system.

**LSC 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** The pharmacology and physiology of alcohol and drug use and the psychological effects of psychoactive drugs. The nature of addiction and the disease concept, diagnostic criteria for chemical dependency, and the physical and psychiatric disorders related to substance abuse. **Identical to PSY 357.**

**LSC 364 Current Perspectives in Substance Abuse/3 sem. hrs.** An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse, and resources available for the treatment of chemical dependency and other drug-related problems. **Identical to PSY 364.** (Students may not receive credit for this course and for LSC/PSY 365)

**LSC 365 Drugs and Athletics/3 sem. hrs.** Covers the major drugs of abuse and the potential health risks associated with these. Includes psychoactive drugs (including alcohol), steroids, blood doping, and nutritional supplements. **Identical to PSY 365.** (Students may not receive credit for this course and for LSC/PSY 364)

## MANAGEMENT (MGT)

**MGT 141 Personal Career Development/3 sem. hrs.** The process of career development applied to one's self-identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. **Identical to EDU 141 and PSY 141.**

**MGT 205 Principles of Management/3 sem. hrs. (BUS 111, 205)** An overview of the historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

**MGT 221 Budgeting, Controlling, and Planning/3 sem. hrs.** Fundamental concepts of budgeting with emphasis on process. Management uses of planning and controlling in business. Historical and standard costing, funds flow analysis, tax planning, and business decision rules. Essentials of risk management, long term financing of firms. Analysis of appropriate methods to manage static risk, capital budgeting, mergers, and failures. **Prerequisite: ACT 205, CS 112.**

**MGT 251 Supervisory Skills/3 sem. hrs. (BUS 251)** A study of the fundamentals of supervision. Leadership styles, responsibility, and authority and how they relate to efficient supervision. **Prerequisite: MGT 205.**

**MGT 260 Public Policy and Its Administration/3 sem. hrs. (POL 360)** The nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization, administration relationships, and policy making are also included.

**MGT 291-299 Special Topics/3 sem. hrs.** Topics in management that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

**MGT 302 Organizational Communication/3 sem. hrs.** Survey course of communication in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills building emphasis.

**MGT 307 Stress Management/3 sem. hrs. (MGT 492)** This course examines the process and complexities of stress management, its impact on the workplace, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms.

**MGT 315 Personnel Administration/3 sem. hrs. (BUS 231, 315)** Modern personnel policies, techniques, and methods. The development of sound wage and salary structures; the development of valid standards of personnel selection and placement; the use of psychological testing; interviewing techniques. **Prerequisite:** MGT 205.

**MGT 317 Organization Behavior/3 sem. hrs. (BUS 241, 317)** An overview of the informal, people-centered aspects of organization. Topics include: motivation, leadership style, and various human relations-oriented theories. The interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communications in the organization. **Prerequisite:** MGT 205.

**MGT 355 International Management/3 sem. hrs.** The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, comparative management. **Prerequisites:** BUS 255, MGT 205.

**MGT 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. **Identical to PSY 356.**

**MGT 366 Management Information Systems/3 sem. hrs. (BUS 300)** This course offers a broad coverage of computer use, database management, and information system fundamentals for managers living in an increasingly complex information society.

**MGT 373 Hotel Management/3 sem. hrs.** Comprehensive survey of all phases of hotel management including staffing, sales, reservations, front office, introduction to food and beverage, housekeeping, and engineering. Also considers accounting and control systems.

**MGT 375 Food and Beverage Management/3 sem. hrs.** An examination of the food and beverage segment of the hospitality industry. Management techniques are related to all types of restaurants ranging from fast food to gourmet.

**MGT 377 Production and Inventory Control/3 sem. hrs.** Analysis of production systems, materials flow networks, methods of control and forecasting of market and resource activities. Examination of criteria for determining output, pricing (economic order quotients and capital cost), investment (capital budgeting), concept of profit centers, and cost functions. **Prerequisite:** BUS 371.

**MGT 388 Operations Management/3 sem. hrs.** Management of operations within the manufacturing sector, control of production operations, maintenance of quality of output and techniques for planning, and scheduling manufacturing operations. **Prerequisite:** MGT 377.

**MGT 401 Health Care Organization and Administration/3 sem. hrs. (HCS 401)** An examination of health care organization in the U.S. from a systems perspective. Administrative implications of the various types of health care organization models. Offered in HCS only.

**MGT 402 Legal Aspects of Health Care Administration/3 sem. hrs. (HCS 402)** A study of legal liabilities and responsibilities of health care institutions and professionals; federal, state, and local statutes for provision and regulation of health services and facilities. Offered in HCS only.

**MGT 415 Legal Environment of Management/3 sem. hrs.** A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

**MGT 425 Human Resource Management/3 sem. hrs. (BUS 415, 425, 441)** A capstone course in the behavioral management area that is in a seminar format. Topics to be covered are the HRM function in organizations, with specific emphasis on training, development, and career pathing of employees; stress management; labor relations and negotiations. **Prerequisites:** MGT 315, 317.



**MGT 441 Physical Distribution and Transportation/3 sem. hrs.** Nature, organization, and administration of physical distribution and transportation systems. Fundamentals and development of transport networks and economic changes due to demographic exchanges, technology advancements, or political pressures. Focus on distribution activities and transport modes as they relate to problems and solutions of logistics for material in process of transit and for the finished product. **Prerequisites:** ECO 201, 202, and approval of Academic Division.

**MGT 445 Labor Relations/3 sem. hrs.** An examination of labor relations in depth covering collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. **Prerequisite:** MGT 315.

**MGT 477 Inventory Systems/3 sem. hrs.** Inventory processes analyzed through stochastic (forecasting) models. Concepts of optimal policy in a constrained inventory system. Analysis of distribution systems for multi-item and single-item production and marketing. Application of dynamic programming utilizing deterministic and probabilistic inventory models, economic order quotients, and other financial ratios. **Prerequisites:** BUS 409, MGT 388.

**MGT 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## MARKETING (MKT)

**MKT 101 Introduction to Marketing/3 sem. hrs.** An overview of the field with special attention to formulating an effective marketing mix. Topics include estimation of demand, consumer behavior, adaptation of products to markets, selection of channels of distribution, and development of effective promotional and pricing strategies. Students may not receive credit for this course and MKT 391.

**MKT 211 Sales Management/3 sem. hrs.** Emphasizes sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered. **Prerequisite:** MKT 101.

**MKT 221 Retail Management/3 sem. hrs.** Establishing an effective marketing mix specific to the retail establishment. Basic concepts behind organizational structure, store location, personnel selection, merchandising, promotion, and service. Use of certain analytical tools to aid in establishing the appropriate mix. **Prerequisite:** MKT 101.

**MKT 291-299 Special Topics/3 sem. hrs.** Topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

**MKT 301 Channels of Distribution/3 sem. hrs.** The particular role of marketing channels in establishing an effective marketing mix. Physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized middlemen. **Prerequisite:** MKT 101.

**MKT 321 Advertising and Sales Promotion/3 sem. hrs. (MKT 311, 483)** Introduces the basic principles and concepts of marketing communication. Focus is on the development and implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. **Prerequisite:** MKT 101.

**MKT 353 International Marketing/3 sem. hrs. (MKT 255, 492)** The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, export/import management. **Prerequisites:** BUS 255, MKT 101.

**MKT 391 Principles of Marketing/3 sem. hrs.** A survey course in marketing for professional managers. Topics include meeting customer needs through product planning, pricing, promotion, and distribution. Students apply principles through marketing planning assignments. Students may not receive credit for this course and MKT 101.

**MKT 431 Consumer Behavior/3 sem. hrs.** The analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The push versus pull strategy, the selling approach versus the marketing approach, and other topics. **Prerequisites:** MGT 317, MKT 101.

**MKT 455 Export/Import Marketing/3 sem. hrs. (MKT 355)** Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations. **Prerequisite:** MKT 255.

**MKT 471 Marketing Strategy/3 sem. hrs. (MKT 451, 452, 453, 481)** The planning, organization, implementation, and control of marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation; the use of marketing research; test marketing of products and intercompany coordination of pricing, promotion, and physical distribution strategies. **Prerequisites:** MKT 301, 321.

**MKT 475 Marketing in the Hospitality Industry/3 sem. hrs.** Applies marketing principles to hotels and restaurants in the local, national, and international markets. Emphasizes importance of strategic marketing to the hospitality industry. **Prerequisite:** MKT 101.

**MKT 491-498 Advanced Special Topics/3 sem. hrs. (MKT 331)** Advanced topics in marketing that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

## MATHEMATICS (MAT)

**MAT 101 General Mathematics/3 sem. hrs.** Application of basic mathematical operations. Problem solving techniques. Introduction to basic algebraic concepts and graphs. Appropriate for nonmath and nonscience majors. **Prerequisite:** Placement examination requirement satisfied.

**MAT 102 Introductory Algebra/3 sem. hrs.** A basic review of algebra including algebraic terminology, polynomials and applications. Appropriate for nonmath and nonscience majors. **Prerequisite:** Placement examination requirements satisfied or MAT 101.

**MAT 105 College Algebra/3 sem. hrs.** Includes topics such as fundamental operations, functions and graphs, linear and quadratic equations, and conic sections. **Prerequisite:** Placement examination requirements satisfied or MAT 102.

**MAT 133 Mathematical Way of Thinking/3 sem. hrs. (COR 133, 1018)** An introduction to sets, logic, number systems, algebra, consumer math, geometry, and probability and statistics. Appropriate for nonmath and nonscience majors. **Prerequisite:** Placement examination requirement satisfied or MAT 102.

**MAT 150 Precalculus/3 sem. hrs.** Review of algebra, trigonometric functions, graphs of functions, logarithms, exponents, functions of the natural number. Introduction to calculus, concept of limits, integrals. **Prerequisite:** Placement examination requirements satisfied or MAT 105.

**MAT 210 Calculus I/3 sem. hrs.** Functions, limits, derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, definite and indefinite integrals with applications. **Prerequisite:** MAT 150.

**MAT 220 Calculus II/3 sem. hrs.** Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, inverse trigonometric functions. L'Hopital's rule and improper integrals. **Prerequisite:** MAT 210.

**MAT 302 Applied Statistics/3 sem. hrs. (BUS 309, MAT 201, 202, MGT 301, PSY 301)** Descriptive and inferential statistics relevant to applied research, data sets, frequency distributions, probability, sampling, estimating, hypothesis testing, chi-square and ANOVA, regression and correlation, and nonparametric measures. **Prerequisites:** MAT 133 or higher and mathematics competency examination requirement satisfied.

**MAT 305 Calculus III/3 sem. hrs.** Sequences and series. Taylor series, vector analysis, functions of several variables, partial derivatives, total differential chain rule, multiple integral and application functions of a complex variable. **Prerequisite:** MAT 220.

**MAT 310 Differential Equations/3 sem. hrs.** Solving first order ordinary differential equations, exact, separable, and linear. Applications to rates and mechanics, theory of higher order linear differential equations. Methods of undetermined coefficients and variation of parameters, application to vibration, mass and electric circuits, power series solutions. Partial differential equations and their application to electronics and electrical engineering problems, solutions of initial boundary problems. Fourier series and Fourier transforms, inhomogeneous problems, introduction to numerical methods. Laplace transforms. **Prerequisite:** MAT 305.

**MAT 440 Numerical Analysis/3 sem. hrs.** Solution of algebraic and transcendental equations by a number of iterative methods, discussion of convergence considerations, probability and statistical theory, numerical integrator of a number of types of problems will be discussed both in theory and in practice through the use of computer problem solving. **Prerequisites:** MAT 220 and PHY 240, 250; CS 210 or CS 330.

**MAT 450 Probability and Statistics/3 sem. hrs.** Probability function, random events, expectation, conditional probability distribution functions, foundations of statistics. **Prerequisite:** MAT 210.

## PHYSICAL SCIENCES (PHY)

**PHY 102 Concepts in Physical Science/3 sem. hrs. (COR 131, SCI 2018)** Interactions of the geosphere-hydrosphere-atmosphere are used as a means of exploring basic concepts in physical science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation.

**PHY 103 Introduction to Geology/3 sem. hrs.** An introductory course that will provide an understanding of the earth's composition and structure, an explanation of the processes that affect the earth and the resulting features, a description of the physical evolution of the major mountains and oceans, a description of biological evolution in relation to ancient geologic environments, and an analysis of earth's resources and implications for the future.

**PHY 104 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, nuclear power, food supplies, pesticides, and pollution are covered. **Identical to LSC 104.**

**PHY 105 Introduction to Chemistry/3 sem. hrs.** Nonlaboratory course that presents an introduction to the elementary principles of chemistry. A study of the structure of matter and the transformation it undergoes.

**PHY 106 Introduction to Oceanography/3 sem. hrs.** Examination of the physical, chemical, biological, and geological properties of the world ocean will be conducted. The interdisciplinary approach will introduce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

**PHY 220 Introduction to Astronomy/3 sem. hrs.** An introduction to astronomy that examines in brief both the solar system and the universe. Topics include: fundamentals and history of astronomy, study of the earth, moon, planets, and optical instruments used in astronomy. In addition, the sun, stars, galaxies, and cosmology are examined.

**PHY 226 Conservation of Natural Resources/3 sem. hrs.** Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment and developmental planning as they relate to the various geographic areas of the western world and the non-western world. **Identical to GEO 226.**

**PHY 240 Physics I/3 sem. hrs.** Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, mass. Newton's Laws, work energy, gravitation, momentum, rotational motion, mechanics of systems of particles and rigid bodies. **Prerequisite:** MAT 220.

**PHY 250 Physics II/3 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. **Prerequisite:** MAT 220, PHY 240.

**PHY 291-299 Special Topics/3 sem. hrs.** Topics in physical science that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**PHY 301 Acoustics of Speech and Hearing/3 sem. hrs.** Introduction to the physics of sound and phonetics as related to speech communication.

**PHY 312 Science of Matter/3 sem. hrs. (PHY 212)** Introductory course in the science of materials, review of atomic theory, atomic bonding and periodic table, chemical equations, states of matter, structure of crystals, nature of crystal imperfections and atom movements, metallic and ceramic materials and their properties, multiphase materials, and equilibrium relationships. **Prerequisites:** PHY 240, 250.

## **POLITICS AND PUBLIC AFFAIRS (POL)**

**POL 101 American Government and Politics/3 sem. hrs. (HUM 2700)** An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

**POL 201 Comparative Government/3 sem. hrs.** Major foreign political systems including political forces, parties, ideologies and institutions. Attention will also be given to the characteristics and development of statehood and power, conditions of stability, constitutions, and the comparative political processes.

**POL 291-299 Special Topics/3 sem. hrs.** Topics in politics and public affairs that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**POL 312 Judicial Behavior/3 sem. hrs.** The American judicial branch of government with emphasis on the behavior of judges and other participants in the legal system, the social impact of judicial decisions and policies, and the methods of selecting judges. **Prerequisite:** POL 101.

**POL 330 History of Political Thought/3 sem. hrs. (POL 310, POL 401)** A study of political philosophy from the ancients to the present. To include the major philosophical schools and their spokesmen. Presented within the context of significant historical trends. **Identical to HIS 330 and LGS 330.**

**POL 460 Studies in Revolution/3 sem. hrs. (SSI 430)** The major forces which have shaped the revolutionary impulse in the 18th through the 20th century. Emphasis upon the great revolutions: American, French, Russian, and Chinese - the background, the underlying reasons, ideals, patterns of their growth and their effects upon the course of history. **Identical to HIS 460.**

**POL 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**POL 499 Independent Study in Political Science/1-12 sem. hrs.** The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** Written consent of Instructor and Division Director.



## PSYCHOLOGY (PSY)

**PSY 111 Principles of Behavior/3 sem. hrs. (BES 1018, COR 111, PSY 101, 201)** An introduction to theory, research, and applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and the identification and treatment of mental illness.

**PSY 141 Personal Career Development/3 sem. hrs.** The process of career development applied to one's self: identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. **Identical to EDU 141 and MGT 141.**

**PSY 211 Human Sexuality/3 sem. hrs. (BES 350, PSY 413)** Anatomy and physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. **Identical to LSC 211.**

**PSY 213 Family Relationship Skills/3 sem. hrs. (BES 305, SOC 231, 331)** Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. **Identical to SOC 213.**

**PSY 238 Child and Adolescent Development/3 sem. hrs. (EDU 338, PSY 201, 338)** Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. **Prerequisite: PSY 111.**

**PSY 239 Adulthood and Aging/3 sem. hrs. (PSY 202, 339)** Developmental experiences of maturity. Physiological and psychological aspects of aging. **Prerequisite: PSY 111.**

**PSY 280 Introductory Practicum/1-6 sem. hrs.** An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on-site and by the Academic Division. **Prerequisites: PSY 111 and prior written approval by the Division Director.**

**PSY 291-299 Special Topics/3 sem. hrs.** Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**PSY 300 Psychological Research Methods/3 sem. hrs. (HSC 302, PSY 302)** Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. **Prerequisites: LAN 112, MAT 302 (may be taken as co-requisite), and passed Writing Competency Exam.**

**PSY 303 Experimental Psychology (Laboratory)/3 sem. hrs.** Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors.

**PSY 305 Psychology and the Criminal Justice System/3 sem. hrs.** An analysis of the psychological factors that influence the administration of criminal justice, from the commission of crime through arrest, pre-trial, trial, sentencing, and parole procedures. **Identical to LGS 305.**

**PSY 308 Cooperative Education/no credit.** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**PSY 311 Interpersonal Communication/3 sem. hrs.** Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, assertiveness and leadership. Experiential learning included.

**PSY 316 Issues in Social Psychology/3 sem. hrs.** Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and TV advertising, aggression and TV violence, prejudice, and conformity. **Prerequisite: PSY 111.**



**PSY 321 Personality/3 sem. hrs. (PSY 310)** Survey of psychoanalytic, humanistic, and behavioral theories of personality. Current issues and personality research. **Prerequisite:** PSY 111.

**PSY 326 Abnormal Psychology/3 sem. hrs. (PSY 440)** Diagnoses, causes, and prognoses for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. **Prerequisite:** PSY 111.

**PSY 330 Behavior Modification/3 sem. hrs. (PSY 441)** Application of conditioning and social learning principles to mild and severe behavioral problems of individuals and families. **Prerequisite:** PSY 111.

**PSY 345 Interviewing/3 sem. hrs. (PSY 202, 346)** General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships. **Prerequisite:** PSY 111.

**PSY 350 Community Psychology/3 sem. hrs.** Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. **Prerequisite:** PSY 111.

**PSY 351 Human Learning and Cognition/3 sem. hrs. (PSY 320, 451)** Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. **Prerequisite:** PSY 302.

**PSY 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. **Identical to SOC 354.**

**PSY 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. **Identical to SOC 355.**

**PSY 356 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in American business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. **Identical to MGT 356.**

**PSY 357 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** The pharmacology and physiology of alcohol and drug use and the psychological effects of psychoactive drugs. The nature of addiction and the disease concept, diagnostic criteria for chemical dependency, and the physical and psychiatric disorders related to substance abuse. **Identical to LSC 357.**

**PSY 358 Rehabilitation Strategies for Substance Abuse/3 sem. hrs.** Focuses on the various types of therapeutic approaches that may be successfully employed in the treatment of substance abuse problems and the types of facilities available for such treatment. Covers the stages of recovery from chemical dependency, evaluation and treatment planning, and the application of specific treatment techniques.

**PSY 359 Self-Help Groups/3 sem. hrs.** Examines the history and scope of the self-help group movement in the U.S. and the role of these groups in helping people deal with life problems. Covers the structure, traditions and program of Alcoholics Anonymous as well as the utilization of AA and other groups as a resource for substance abuse rehabilitation.

**PSY 360 Substance Abuse Intervention in the Schools/3 sem. hrs.** This course covers the classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Attention is given to prevention, intervention and counseling techniques, as well as legal issues related to student drug use. Also covered is the use of appropriate educational resources and services to assist students who show signs of alcohol or drug abuse. **Identical to EDU 366.**

**PSY 361 Educational Strategies for Drug Prevention Programs/3 sem. hrs.** This course focuses upon the development of effective drug prevention programs. Appropriate instructional techniques for substance abuse will be covered, as well as an examination of the drug prevention resources available. In addition, methods for evaluating the effectiveness of drug education programs will be examined. **Identical to EDU 361.**

**PSY 364 Current Perspectives in Substance Abuse/3 sem. hrs.** An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse, and resources available for the treatment of chemical dependency and other drug-related problems. **Identical to LSC 364.** (Students may not receive credit for this course and for LSC/PSY 365)

**PSY 365 Drugs and Athletics/3 sem. hrs.** Covers the major drugs of abuse and the potential health risks associated with these. Includes psychoactive drugs (including alcohol), steroids, blood doping, and nutritional supplements. **Identical to LSC 365.** (Students may not receive credit for this course and for LSC/PSY 364)

**PSY 371 History and Theories of Psychology/3 sem. hrs. (PSY 471)** The major historical and contemporary theories of psychology. Enduring issues in psychology. Psychology as a science. **Prerequisite: PSY 111.**

**PSY 405 Psychological Tests and Measurements/3 sem. hrs. (PSY 340, 406)** Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. **Prerequisites: MAT 302, PSY 111.**

**PSY 460 Biological Bases of Behavior/3 sem. hrs. (PSY/LSC 461)** Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites: LSC 105, PSY 111. Identical to LSC 460.**

**PSY 480 Practicum in Psychological Research/1-6 sem. hrs.** Experience in doing research under the supervision of the Academic Division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA format report. **Prerequisites: PSY 302 and prior written approval by the Division Director.**

**PSY 481 Practicum in Community Psychology/1-6 sem. hrs.** Experience in applying psychology in the community through placement in a human services agency. Report required. Supervision on-site and by the Academic Division. **Prerequisites: PSY 311, 350 and prior written approval by the Division Director.**

**PSY 482 Practicum in Organizational Psychology/1-6 sem. hrs.** Experience in applying psychology in an organization through placement in a personnel or training department. Report required. Supervision on-site and by the Academic Division. **Prerequisites: MGT 315, PSY 345 or 405, and prior written approval by the Division Director.**

**PSY 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in psychology that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**PSY 499 Independent Study in Psychology/1-12 sem. hrs.** The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite: PSY 302 and written consent of Instructor and Division Director.**

## **SOCIOLOGY (SOC)**

**SOC 112 Human Origins and Diversity/3 sem. hrs. (BES 2028, COR 112, SOC 211)** The discoveries of physical anthropology concerning early hominids and their ecological adaptations. Neolithic cultural patterns and technologies. Ethnographies of diverse cultures.

**SOC 202 Introduction to Sociology/3 sem. hrs. (BES 2018, SOC 101, 201)** The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

**SOC 213 Family Relationships/3 sem. hrs. (BES 305, SOC 231, 331)** Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. **Identical to PSY 213.**

**SOC 222 The Modern City/3 sem. hrs.** Origins of the city. Cities as physical, social, and economic systems. Comparative studies of cities. **Identical to GEO 222.**

**SOC 231 Contemporary Life Styles/3 sem. hrs. (SOC 331)** The emergence of alternative lifestyles in American culture. Contemporary patterns of marriage, the family, and single life. Family disorganization and divorce.

**SOC 291-299 Special Topics/3 sem. hrs.** Topics in sociology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**SOC 302 Community Services Systems/3 sem. hrs. (HCS 302)** An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

**SOC 303 Transcultural Issues in Health Care/3 sem. hrs. (HCS 303)** Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

**SOC 354 Substance Abuse: Historical and Legal Perspectives/3 sem. hrs.** The role of alcohol and other drugs in American society today. Includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, and legal issues related to substance abuse. **Identical to PSY 354.**

**SOC 355 Substance Abuse and the Family/3 sem. hrs.** Family problems related to the abuse of alcohol and other psychoactive drugs. An examination of the changes in family functioning that accompany chemical dependency. Attention given to the concept of substance abuse as a family illness and the role of family members in the recovery process. **Identical to PSY 355.**

**SOC 430 Juvenile Crime and Justice/3 sem. hrs.** Advanced study of special characteristics and causes of juvenile crime. Principles and practices for its prevention and control. The administration of juvenile justice. **Prerequisite: SOC 101. Identical to CRJ 430.**

**SOC 485-488 Field Study/3-12 sem. hrs.** A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Field Study experiences covering different topics and cultures.

**SOC 491-498 Advanced Special Topics/3 sem. hrs.** Advanced topics in sociology that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## TELECOMMUNICATIONS (TC)

**TC 200 Mathematical Foundations of Telecommunications/3 sem. hrs.** Development of techniques applied to telecommunication systems for solution of problems solved by Queueing Theory, Information Theory, Operations Research, Statistics, and Topology. **Prerequisites: MAT 150, 302.**

**TC 205 Electronics for Telecommunications/3 sem. hrs.** An introduction to electronic systems for communications including signaling, modulation, demodulation, data transmission, switching, satellites, optical methods, test equipment, and error control. **Prerequisites: TC 200, EE 305.**

**TC 300 Telecommunications Network Planning and Operations/3 sem. hrs.** Development of techniques applied to telecommunication systems for the planning and operation of telecommunications networks. **Prerequisites: CS 345, TC 200, TC 205.**

**TC 305 Telecommunications Software and Protocols/3 sem. hrs.** Development of protocols by example for software support of telecommunications systems. **Prerequisites: CS 345, TC 200.**

**TC 400 Telecommunications Economics and Policy/3 sem. hrs.** Development of the economic and regulatory environment of modern telecommunications systems and the effects on planning, cost, and operations. **Prerequisites: CS 345, TC 200.**

# Personnel

## NOVA UNIVERSITY BOARD OF TRUSTEES

Mrs. Mary R. McCahill, *Chairman*  
Abraham S. Fischler, *President*  
W. Tinsley Ellis, *Secretary*  
Ray Ferrero, Jr.  
Harry A. Gampel  
William D. Horvitz  
Jack L. LaBonte

Marshall B. Lytle II  
August C. Paoli  
Gabriel A. Rosica  
David H. Rush  
Terrence J. Smith  
Robert A. Steele  
Howard P. Swanson

James Farquhar  
*Chairman Emeritus*

### <sup>4</sup> Honorary Trustees

Robert O. Barber  
George W. English  
Hamilton Forman

Louis W. Parker  
Myron I. Segal, M.D.  
J. Wallace Wrightson

## NOVA UNIVERSITY ADMINISTRATION

ABRAHAM S. FISCHLER, *President*  
STEPHEN L. GOLDSTEIN, *Vice-President for Corporate and  
Foundation Relations*  
JAMES G. GUERDON, *Vice-President for Administration  
and Finance*  
OVID C. LEWIS, *Vice-President for Academic Affairs*  
RICHARD G. MILLER, *Vice-President for University Relations  
and Development*

## COLLEGE FOR CAREER DEVELOPMENT FACULTY AND ADMINISTRATION

**PHILIP H. DeTURK**

*Dean, College for  
Career Development*  
B.A. Dartmouth College  
M.A. Columbia Teachers  
College  
Ed.D. University of  
Massachusetts

**ELISA ALBO-ROWE**

*Writing Specialist*  
B.A. University of Florida  
M.S. Florida International  
University

**STEVEN E. ALFORD**

*Assistant Professor, Liberal  
Arts*  
B.A. University of Texas  
M.A. University of North  
Carolina  
Ph.D. University of North  
Carolina

**CARYN ASLESON**

*Career Specialist/Counselor*  
B.A. State University of New  
York at Binghamton  
M.S. Nova University

**ROBERT H. BAER**

*Associate Professor of Public  
Administration*  
A.A. Georgia Military College  
B.A. University of Miami  
M.A. University of Miami  
M.P.A. Nova University  
D.P.A. Nova University

**RAYMOND BARRETT**

*Lecturer, Computer Science and  
Engineering*  
B.S.E.E. Case Institute of Technology  
M.B.A. Nova University  
M.S.C.S. Nova University

**CHARLES W. BLACKWELL**

*Director of Master's Programs  
Friedt School of Business and  
Entrepreneurship*  
B.A. Howard College  
M.B.A. Samford University  
M.P.A. Nova University  
D.P.A. Nova University

**BARBARA BRODMAN**

*Coordinator of Latin American  
and Caribbean Studies*  
*Associate Professor*  
B.A. University of Vermont  
M.A. University of New  
Hampshire  
Ph.D. University of Florida

**CURTIS BURNEY**

*Lecturer in Science and  
Mathematics*  
B.S. Nebraska Wesleyan  
University  
M.S. University of  
Rhode Island  
Ph.D. University of  
Rhode Island

**JOHNNY C. BURRIS**

*Assistant Professor of Law*  
B.G.S. University of Kentucky  
J.D. Salmon P. Chase College  
of Law, Northern Kentucky  
University  
LL.M. Columbia University  
School of Law

**WILLIAM P. CAHILL**

*Director of Behavioral  
Sciences Programs*  
*Assistant Professor*  
B.S. St. John's University  
M.A. Fordham University  
Ed.S. Florida Atlantic  
University  
Ed.D. Florida Atlantic  
University

**BARRY CENTINI**

*Director of Math,  
Science and Technology*  
*Associate Professor of  
Information Sciences*  
B.S. Franklin and Marshall  
College  
M.S. North Carolina State  
University  
Ph.D. University of North  
Carolina

**CHRISTINE C. CHILDREE**

*Assistant to the Dean*  
B.S. Miami University  
M.S. Miami University  
Ed.D. Nova University

**CLEVELAND O. CLARKE**

*Director of Education Programs*  
B.S. Pennsylvania State University  
M.Ed. Boston University  
Ed.D. Boston University

**ELIZABETH DARVAS**

*Assistant Professor in Education*  
B.A. New York University  
M.A. New York University  
Ed.D. Nova University

**MANUEL DE CASTRO**

*Instructor, Mathematics*  
B.S. University of Villanueva  
M.S. University of Miami

**SUSAN DODDER**

*Marketing Coordinator*  
B.S. Nova University

**SUSAN D. DOMENECH**

*Testing Specialist/Counselor*  
B.A. John Jay College of  
Criminal Justice

**KENNETH DOSE'**

*Director of Admissions*  
B.A. University of Charleston  
M.A. Nova University  
Ed.D. Nova University

**CARMEN E. DUMAS**

*Program Professor, Center  
for the Advancement of Education*  
B.A. U.W.I. (London University)  
M.Ed. Howard University  
Ed.D. George Washington  
University

**LUCILLE GENDUSO**

*Instructor, Business*  
B.A. Florida Atlantic  
University  
M.B.A. Florida Atlantic  
University



JANE W. GIBSON  
*Director of Business and  
Administrative Studies*  
*Associate Professor*  
B.A. Fairleigh Dickinson  
University  
M.S. Nova University  
D.B.A. Nova University

VICTORIA GIORDANO  
*Specialist in Computer Science*  
B.S. Nova University  
M.S. Nova University

ARISTOTLE G. HARETOS  
*Assistant Director for BPM  
Academic Affairs*  
B.A. University of Pittsburgh  
M.B.A. New York Institute  
of Technology  
D.B.A. Nova University

JORGE M. HERRERA  
*Faculty Coordinator - BPM*  
B.A. Illinois Benedictine  
College  
M.B.A. Illinois Benedictine  
College

STUART HORN  
*Acting Assistant Dean,*  
Nova College  
*Director of Liberal Arts*  
*Associate Professor*  
B.B.A. City College of  
New York  
Ph.D. City University of  
New York Graduate School

PATRICIA HUTH  
*Supervisor of Student Teachers*  
B.S. Slippery Rock University  
M.Ed. University of Miami  
Ed.S. Nova University

MARGARET HUTTO  
*Instructor in Math and  
Computer Science*  
B.S. Columbia University  
M.A. Teachers College,  
Columbia  
M.S. Pace University

GINA KUBERSKI  
*University Representative*  
B.A. Saginaw Valley  
State College  
M.A. Central Michigan  
University

WILLIAM JOHNSON  
M.S. Northern Illinois  
University  
Ph.D. Arizona State  
University

NOREEN LAHUE  
*Internship Coordinator*  
B.Ed. Marguerite Bourgeoys  
College  
B.A. Barry College  
M.S. Barry College

JOSEPH LAKOVITCH  
*Acting Dean, Nova College*  
B.A. University of Vermont  
J.D. Nova University

KATHLEEN WAITES LAMM  
*Assistant Professor in Liberal Arts*  
B.A. Holy Family College  
M.A. Villanova University  
Ph.D. University of  
Nebraska-Lincoln

CECILE LAWRENCE  
*Graduate Fellow in Liberal Arts*  
B.A. University of the West Indies  
M.A. State University of New  
York at Albany  
J.D. State University of New  
York at Albany

GAIL LEVINE  
*Math/Computer Coordinator*  
B.A. University of Florida  
M.S. Barry University  
Ed.S. Barry University

G. ELAINE LONG  
*Specialist in Off-Campus  
Student Development*  
B.A. University of the  
District of Columbia

DANIEL THOMAS MADDOX  
*Lecturer in Liberal Arts*  
B.A. Evergreen State College  
Ph.D. American University

DAVID McNARON  
*Lecturer in Liberal Arts*  
B.A. University of Alabama  
in Birmingham  
M.A. University of Miami

MARY ANN MEDLIN  
*Assistant Professor in  
Liberal Arts*  
B.A. Cornell University  
M.A. University of North  
Carolina  
Ph.D. University of North  
Carolina

MICHELLE MILCHMAN  
*Career Specialist/Counselor*  
B.S. University of Florida  
M.S.Ed. University of Miami

TOBEY MILLER  
*Lecturer in Computer Science  
and Engineering*  
B.A. State College of Arkansas  
M.B.A. Louisiana State  
University

DAVID MILLMAN  
*Director of the Institute for  
Retired Professionals*  
B.S. New York University  
M.A. New York University

ROBERT PARKS  
*Instructor, Education*  
B.A. Belmont Abbey College  
B.B.A. Florida Atlantic  
University  
M.Ed. Florida Atlantic  
University

**PEDRO F. PELLET**  
*Program Professor, Friedt School of Business and Entrepreneurship*  
Baccalaureate University of Madrid  
B.Sc. University of the Sacred Heart  
B.A. University of Puerto Rico  
M.A. University of Puerto Rico  
Ph.D. University of Miami

**JUDITH A. PERKEL**  
*Student Advisor*  
B.A. University of Miami

**NEUMAN POLLACK**  
*Dean, The Friedt School of Business and Entrepreneurship*  
B.A. Stetson University  
M.A. Texas A & M University  
Ph.D. Florida State University

**ANN MARIE SCHOFIELD**  
*Director of Admissions/College for Career Development*  
B.A. University of Maryland  
M.S. Long Island University

**NICOLA S. SCHUTTE**  
*Visiting Assistant Professor*  
B.A. University of Maryland  
M.A. Arizona State University  
Ph.D. Arizona State University

**EDWARD R. SIMCO**  
*Director, Computer Science Center*  
*Assistant Professor of Psychology*  
B.S. University of Pittsburgh  
M.S. University of Pittsburgh  
Ph.D. Nova University

**RANDI L. SIMS**  
*Academic Advisor - Business and Administrative Studies*  
A.A. Broward Community College  
B.A. Florida Atlantic University  
M.S. Nova University  
M.B.A. Nova University

**PETER SKOLNIK**  
*Coordinator of Paralegal/Legal Assistant Program*  
B.A. University Michigan, Auburn  
J.D. Nova University

**PRISCILLA SLOCUM**  
*Coordinator of Legal Studies*  
B.A. University of California at Los Angeles  
M.A. University of California at Los Angeles  
Ph.D. University of California at Los Angeles

**RANDY STICE**  
*Coordinator of the Learning Resource Center*  
B.A. Austin College  
M.A. William Carey International University

**ART STRAUS**  
*Experiential Learning Counselor*  
B.A. Northeastern University  
M.S. Florida International University

**DANIEL SULLIVAN**  
*Director of Student Affairs*  
A.A. Broward Community College  
B.A. University of Florida  
M.S. Nova University

**CAROL THOMPSON**  
*Operations Manager*

**DARLENE A. THURSTON**  
*Assistant Director of Education Programs*  
B.A. Clark College  
M.A. Howard University  
Ph.D. Florida State University

**CHARLES F. TONA**  
*Recruiter for Professional Management Programs*  
A.A. Broward Community College  
B.S. Nova University

**JANET TRAVIS**  
*Director of Intensive Language Programs*  
A.B. Boston University  
M.A. Boston University  
Ph.D. Boston University

**NANCY G. VARNER**  
*Assistant Director of Human Resources Department*  
*Curriculum Specialist in Administrative Studies*  
B.A. Indiana University of Pennsylvania  
M.S. Nova University

**WILLIAM WALKER**  
*Marketing & Admissions Recruiter*

**MARION WOLFSON**  
*Assistant Director for BPM Operations*  
B.A. Barnard College

# About Nova University



Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees, and postgraduate education. Nova College offers undergraduate education, and The University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education, and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

# Nova University Degree Offerings

## DOCTORAL AND PROFESSIONAL DEGREES

Doctor of Arts (D.A.) in:  
 Information Science  
 Information Systems  
 Training and Learning Technology  
 Doctor of Business Administration (D.B.A.) in:  
 Business Administration  
 Doctor of Business Administration--Human Resource Management (D.B.A.-H.R.M.)  
 Doctor of Business Administration--International Management (D.B.A.-I.M.) in:  
 Business Administration--International Management  
 Doctor of Education (Ed.D.) in:  
 Computer Education  
 Early and Middle Childhood  
 Higher Education  
 Leadership in Adult Education  
 School Administration  
 Vocational, Technical, Occupational Education  
 Juris Doctor (J.D.) in:  
 Law  
 Doctor of Philosophy (Ph.D.) in:  
 Child Clinical/Applied Developmental Psychology  
 Clinical Psychology  
 Oceanography  
 Doctor of Psychology (Psy.D.) in:  
 Clinical Psychology  
 Doctor of Public Administration (D.P.A.) in:  
 Public Administration  
 Doctor of Science (Sc. D.) in:  
 Computer Science  
 Human Resource Management

## SPECIALIST DEGREES

Educational Specialist (Ed.S.) in:  
 Computer Applications  
 Computer Education  
 Computer-Based Learning  
 Computer Studies  
 Education (23 majors)

## MASTER'S DEGREES

Master of Accounting (M.Ac.) in:  
 Accounting  
 Executive Master of Business Administration in Banking (M.B.A.--Ex.) in:  
 Business Administration  
 Master of Business Administration (M.B.A.) in:  
 Business Administration  
 Master of International Business Administration (M.I.B.A.) in:  
 International Business Administration  
 Master of Public Administration (M.P.A.) in:  
 Public Administration  
 Master of Science (M.S.) in:  
 Child and Youth Care Administration  
 Coastal Zone Management  
 Computer Applications  
 Computer Education  
 Computer-Based Learning  
 Computer Science  
 Computer Studies  
 Counseling Psychology  
 Criminal Justice  
 Education (23 majors)  
 Health Education  
 Health Services Administration  
 Human Resource Management  
 Human Services  
 International Economics and Finance  
 Learning Resources  
 Marine Biology  
 Microcomputer Applications in Management  
 School Guidance  
 Speech and Language Pathology  
 Telecommunications Management

## BACHELOR'S DEGREES

Bachelor of Science (B.S.) in:  
 Accounting  
 Administrative Studies  
 Business Administration  
 Community Psychology  
 Computer Engineering  
 Computer Information Systems  
 Computer Science  
 Computer Systems  
 Elementary Education  
 General Psychology  
 Legal Studies  
 Professional Management  
 Secondary Education

# Index

Academic Calendar .....	IV
Academic Rights and Responsibilities .....	37
Accelerated Course Expectations .....	32
Accounting Course Descriptions (ACT) .....	72
Accounting Major .....	48
Accreditation .....	9
Administrative Studies Major .....	49
Admissions .....	11
Applying for Admission .....	11
Attendance .....	32

## Bachelor of Science Degree in:

Accounting .....	45, 48
Administrative Studies .....	45, 49
Business Administration .....	45, 50
Community Psychology .....	41
Computer Engineering .....	67
Computer Information Systems .....	68
Computer Science .....	69
Computer Systems .....	70
Elementary Education .....	59, 60
General Psychology .....	42
Professional Management .....	55-58
Secondary Education .....	59, 61
Banking and Finance Specialty .....	51
Behavioral and Social Sciences .....	40
Books .....	32
Business Administration Major .....	50
Business and Administrative Studies .....	45
Business and Administrative Studies Specialties .....	51-53
Business Course Descriptions (BUS) .....	73

Calendar .....	IV
Career Development Programs .....	2
Certificates .....	34
Change of Registration .....	20
CLEP (College Level Examination Program) .....	16
Commencement .....	39

Community Psychology Major .....	41
Competency Tests .....	31
Computer Engineering Major .....	67
Computer Information Systems Major .....	68
Computer Science and Engineering .....	65
Computer Science Course Descriptions (CS) .....	78
Computer Science Major .....	69
Computer Systems Major .....	70
Computing and Laboratory Facilities .....	8
Cooperative Education Program .....	17
Cost .....	18
Counseling .....	14

## Course Descriptions:

ACT (Accounting) .....	72
BUS (Business) .....	73
CS (Computer Science) .....	78
CRJ (Criminal Justice) .....	84
ECO (Economics) .....	85
EDU (Education) .....	86
EE (Electrical Engineering) .....	95
ELE (Education) .....	91
ESL (English as a Second Language) .....	96
FIN (Finance) .....	96
GEN (General Studies) .....	98
GEO (Geography) .....	98
HIS (History) .....	99
HUM (Humanities) .....	101
LAN (Language and Composition) .....	105
LAC (Latin American and Caribbean Studies) .....	107
LEG (Legal Assistant/Paralegal) .....	108
LSC (Life Sciences) .....	109
MAT (Mathematics) .....	116
MGT (Management) .....	110
MKT (Marketing) .....	114
PHY (Physical Sciences) .....	118
POL (Politics and Public Affairs) .....	120
PSY (Psychology) .....	122
SEC (Education) .....	93
SOC (Social Studies) .....	127
TC (Telecommunications) .....	129
Criminal Justice Course Descriptions (CRJ) .....	84
Criminal Justice Specialty .....	43

Deferred Payments .....	19
Early Childhood Administration Specialty .....	63
Economics Course Descriptions (ECO) .....	85
Education Course Descriptions (EDU) .....	86
Education .....	59
Electrical Engineering Course Descriptions (EE) .....	95
Elementary Education Course Descriptions (ELE) .....	91
Elementary Education Major .....	60
Exceptional Education Specialties .....	62
Faculty .....	132
Fees .....	18
Finance Course Descriptions (FIN) .....	96
Financial Aid .....	21
General Psychology Major .....	42
General Studies Course Descriptions (GEN) .....	98
Geography Course Description (GEO) .....	98
Goals of the College for Career Development .....	1
Grades .....	33
Graduation Requirements .....	39
Graduation With Honors .....	39
Grants .....	24
Grievance .....	38
History Course Descriptions (HIS) .....	99
Human Resources Management Specialty .....	52
Humanities Course Descriptions (HUM) .....	101
Incomplete .....	33
Independent Study .....	34
Institute for Retired Professionals .....	6
Intensive Language Program .....	7
International Business Specialty .....	53
International Students .....	13
Internships .....	17

Interruption of Studies .....	35
Language and Composition Course Descriptions (LAN) .....	105
Latin American and Caribbean Studies Specialty (LAC) .....	64
Legal Assistant/Paralegal Studies Specialty (LEG) .....	43
Length of Program .....	35
Liberal Arts .....	64
Liberal Studies Program .....	5
Libraries .....	8
Life Sciences Course Descriptions (LSC) .....	109
Loans .....	22
Majors:	
Accounting .....	45, 48
Administrative Studies .....	45, 49
Business Administration .....	45, 50
Community Psychology .....	41
Computer Engineering .....	67
Computer Information Systems .....	68
Computer Science .....	69
Computer Systems .....	70
Elementary Education .....	59, 60
General Psychology .....	42
Professional Management .....	55-58
Secondary Education .....	59, 61
Management Course Descriptions (MGT) .....	110
Marketing Course Descriptions (MKT) .....	114
Marketing Specialty .....	53
Mathematics Course Descriptions (MAT) .....	116
Nova College .....	5
Original Work at Nova .....	38
Personnel .....	131
Physical Science Course Descriptions (PHY) .....	118
Placement Tests .....	31
Plagiarism .....	37
Politics and Public Affairs Course Descriptions (POL) .....	120
Portfolio Credits .....	16
Probation .....	36
Professional Management .....	46
Psychology Course Descriptions (PSY) .....	122



Quality Point Averages .....	33
RECALL (Review and Evaluation of Career and Lifelong Learning) .....	15
Refunds .....	20
Registration .....	19
Registration, Change of .....	20
Repeated Courses .....	33
Returning After Absence .....	35
Rights and Responsibilities .....	37
Satisfactory Academic Progress .....	35
Scholarships .....	24
Second Bachelor's Degree .....	15
Secondary Education Course Descriptions (SEC) .....	93
Secondary Education Major .....	61
Skill and Competency Requirements .....	31
Skill Development Courses .....	31
Sociology Course Descriptions (SOC) .....	127
Special Student .....	12
Specialties:	
Banking and Finance Specialty .....	51
Business Specialty .....	56
Computer Applications Specialty .....	57
Computer Science Specialty .....	51
Criminal Justice Specialty .....	43
Early Childhood Administration Specialty .....	63
Exceptional Education Specialties .....	62
Health Care Services Specialty .....	47
Hotel and Restaurant Management Specialty .....	52
Human Resource Management Specialty .....	52
International Business Specialty .....	53
Latin American and Caribbean Studies Specialty .....	64
Marketing Specialty .....	53
Substance Abuse Studies Specialty .....	44
Telecommunications Specialty .....	66
Staff .....	132
Suspension .....	36
Telecommunications Course Descriptions (TC) .....	66
Testing Credits .....	16

Textbooks .....	32
Transfer Credit Policy .....	15
Tuition .....	18
Tutorials .....	34
Veteran's Benefits .....	30
Withdrawal .....	34
Workstudy Program .....	23

The provisions set forth in this catalog are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Any Nova University student has the right to inspect and review his/her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except: to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his/her educational record which he/she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the Registrar, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access, or employment for any of its programs and activities. The University Registrar and Director of Human Resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to nondiscrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits.

The school is authorized under Federal Law to enroll nonimmigrant alien students.

The Nova University general policies on Student Relations are on file in the office of the registrar.



College for Career Development  
3301 College Avenue  
Fort Lauderdale, FL 33314